

## UAL-RRA STEWARD NOTE FORM



Employee Name Last: \_\_\_\_\_ First: \_\_\_\_\_

Employee File Number: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Shift: \_\_\_\_\_ RDO: \_\_\_\_\_

Supervisor(s) \_\_\_\_\_

Steward(s) \_\_\_\_\_

Date: \_\_\_\_\_ Time: **Start** \_\_\_\_\_ **End** \_\_\_\_\_

Region Assigned (State Agt lives): \_\_\_\_\_ Committeeperson: \_\_\_\_\_

### **Issue:**

Attendance Performance: \_\_\_\_\_ Investigation: \_\_\_\_\_ Other: \_\_\_\_\_

### **Discipline Issued:**

Coaching & Counseling \_\_\_\_\_ Documented Verbal Warning \_\_\_\_\_ Written Warning \_\_\_\_\_

Termination Warning \_\_\_\_\_ Removed from Service \_\_\_\_\_ Termination IRM \_\_\_\_\_

### **Lead Proccession:**

Coaching/Counseling \_\_\_\_\_ Targeted Training \_\_\_\_\_ Written Warning \_\_\_\_\_ Return to Basic Classification \_\_\_\_\_

Notes:

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**Additional Notes (if needed)**

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