California State University Employees' Union
Stewards Evidence Check List

Some of the things you might want to look at are:

_____ Personnel Records
_____ Evaluations
_____ Overtime Records
_____ Vacation Requests
_____ Absence from duty reports
_____ Tardy Notices
_____ Payroll Records
_____ Travel Records
_____ Schedules of employees in the work group
_____ Work orders
_____ Training Records
_____ Memos providing work direction
_____ Position Description
_____ Position Standards and Qualifications
_____ Records that might establish a past practice
_____ Any Contracting of work in the area
_____ Visit the site of the incident. Look for other approaches that may have been contributed to by the physical environment. (Poor lighting, noise level, physical barriers, Distance, machinery, etc. all may be contributing factors)
_____ Take pictures if appropriate.

Other:

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