

 Date

Mr. /Ms. XXXX, Business Agent

Teamsters Local 320

3001 University Avenue SE

Suite 500

Minneapolis, MN 55414

Re: Step X Response for \*\*Name of Grievant

 University Grievance # \*\*; Union Grievance # \*\*

Dear Mr. / Ms. \*\* Name of Business Agent:

A Step X hearing was held in the foregoing matter on \*\*Date of Hearing. Present at the hearing were:

**FOR THE UNION:** XXXX, Business Agent

 XXXX, Business Agent

 XXXX, Steward

XXXX, Grievant

**FOR THE UNIVERSITY:** XXXX, title

 XXXX, title

**HEARING OFFICER:** XXXX, title

**TIMELINESS:**

**ISSUE:**

**REMEDY REQUESTED:**

**FACTS OF THE GRIEVANCE:**

**UNION’S POSITION:**

**UNIVERSITY’S POSITION:**

**DISCUSSION:**

**DECISION:**

Respectfully submitted,

XXXX

Title

Cc: \*\*Everyone at the hearing with the exception of witnesses

 \*\*Grievant

 Grievance File