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| University Services  Grievance Presentation Outline |

1. **Grievance Number:**
2. **Date of Presentation:**
3. **Step:**
4. **List of Exhibits:**
5. **Management Presenter:**
6. **List of Witnesses:**
7. **Grievant Name:**
8. **Grievant Job Title:**
9. **Grievant Date of Hire:**
10. **Date Grievant Received Handbook (use as exhibit if applicable):**
11. **Grievant Disciplinary History (if applicable):**
12. **Summary of the Investigation (if applicable):**
13. **Key Points from the Investigation (if applicable):**
14. **Policies Violated (if applicable):**
15. **Summary / Conclusion Points:**
16. **Prepared Questions to the Union/Grievant:**