UNIVERSITY OF MINNESOTA

Twin Cities Campus *Office of Human Resources*

200 Donhowe Building
319 –15th Avenue SE
Minneapolis, MN 55455

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4-UOHR(612-624-8647)

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