



Stewards Evidence Check List

California State University Employees' Union

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
- _____ Classification and Qualification Standards
- _____ 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
- _____ Signed witness statements

Other:
