EVENT LOG

Public Employees Local 71
Member Support

1. Member Name	2. Operational Period (Date/Time) From: To:	Member #
3. Designators: Project / Team / Assignment	4. Unit Leader (Name Position)	

5. Personnel Assigned Who May Have Knowledge of Events Recoded

NAME	POSITION	CONTACT INFORMATION

6. Activity Log (Continue on Reverse)

TIME	MAJOR EVENTS

7. Prepared by:	Date/Time

EVENT LOG

Public Employees Local 71
Member Support

1. Name	2. Operational Period (Date/Time) From: To:	EVENT LOG (continued)

6. Activity Log (Continued)

TIME	MAJOR EVENTS

7. Prepared by: **Date/Time:**

EVENT LOG

Public Employees Local 71
Member Support

USING YOUR LOCAL 71 MEMBER EVENT LOG:

Your bargaining unit wants to represent you the best we can. You can help us do that by using notes contained in a log like the one we have provided to record specific incidences to support your case. We hope you find this helpful!

Purpose. The Event Log records details of activity to support member requests for representation, including team activity or individual activity. These logs provide a basic reference from which to extract information for inclusion in any representation of the Member. Completed logs are submitted to Business Representatives who represent the Member to assist in the recording of events related to any necessary representation by the Bargaining Unit

Preparation. Event Logs may be started at any time and may cover any duration of time. Log items are best entered as soon after the events happen as possible. Events may be as large as explaining a whole day's operations, or as small as noting that on a specific day someone said something positive or negative. A simple compliment from a supervisor or coworker on work well-done can support the good works of a Member who is arguing for advancement or against demotion. Repeated small entries may add up to support a larger picture, positive or negative.

Tips for using your Member Event Log:

- **Entries should be as <u>specific</u> as possible**: *who, what, where, when, "what exactly was said," what specific direction or criticism was given; what was asked of you or by someone else.*
- **Entries should include tangible <u>facts and descriptions</u>, and should avoid speculation:** *It is helpful to note times, how things were conveyed, who was present for how long, what others confirmed, etc. It is not helpful to make accusations without noting exactly what evidence supports the accusation.*
- **Entries <u>may include feelings but should avoid attributing motives</u> unless disclosed by the other person, where what they said specifically will be listed as a fact.**

Examples are included below:

YES – Include this:	**NO** -Do Not Include this:
I was told to go on break at 2:15 & missed the announcement to all staff at 2:20. Nobody told me the plan had changed and I was reprimanded for doing the work I thought I was supposed to do.	My supervisor is a trickster who tries to get rid of me and my coworkers help her.
My supervisor told me when I turned in my time that they don't want me here and hope that I quit.	He's hated me since I started, I could just tell.
I was told with one day's notice that if I didn't agree to the shift, no one could ever work it.	My supervisor just makes erratic decisions all the time.
Jack & Jill both told me in the break room on Tuesday that they avoid being scheduled with her because she does not do her share of the work.	Nobody likes her.
He told them about my private medical problem.	He's always gossiping and did it again.
I felt intimidated / I felt scared / I could not concentrate after she said that & James said he did too. It was tense for the rest of the shift.	Everyone knows she's a bully.

Distribution. Members provide Event Logs to their respective Business Representative to support the Union's ability to represent the Member. The Business Representative may supply the information included in the log to parties associated with the process of representation of the Member to support the successful outcome of such services.