
WEINGARTEN CHECKLIST

PREPARING THE MEMBER BEFORE A WEINGARTEN MEETING

- Meet with the member before the meeting to get their version of the incident, if they know what the meeting is about
- Explain to the member that they only need to answer truthfully to management's question and keep their answers short and to the point and to not volunteer information
- Discuss how you will communicate with the member during the meeting and that you can stop the meeting at any point to caucus, if needed.

DURING A WEINGARTEN MEETING

- Ask about the purpose and subject of the meeting
- Request clarification questions prior to the member responding and ask the supervisor to clarify any question that the member does not understand
- Object to inappropriate behavior! Stop the supervisor from misleading, harassing, or abusing the member
- Request a caucus if you need time to speak privately with the member

AFTER A WEINGARTEN MEETING

- Exchange contact information with your member
- Update your notes and make sure you have a list of items you need to request from management or information you need to gather from other sources
- Advise your union officers and/or staff rep if you need additional assistance
- Determine if any issue occurred that leads you to believe the contract has been violated, and if so, advise your union officers or staff rep to discuss filing a grievance
- Make sure the member knows what next steps are according to the grievance procedure if the meeting results in discipline

WRITE YOUR NOTES ON PAGE 2!



**For more CNG steward resources or for questions, contact
esteelhammer@chicagonewsguild.org**



KEY ELEMENTS TO INCLUDE IN YOUR NOTES

DATE OF MEETING:

MEMBER:

MEMBER CONTACT INFO:

Reason and purpose for the meeting:

Key questions the supervisor asked:

Individuals present in the meeting:

Names of any witness the member or management mentions:

Copies of documents management presented or referred to :

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