

## Arbitration Case Preparation Sheet: Past Practice

### A. Questions for Workers

1. Is the demand for the practice claimed by the workers stated in or related to the law, CBA, internal work rule, agreement or the employment contract? (*Submit evidence, if any*)

Yes It is stated in or related to: .....

No It is not stated in those documents. It is related to.....

.....  
.....

2. When did the practice begin? Date (Day/Month/Year): ...../...../.....

3. Has the practice changed since it began?

No It is the same practice. (*Submit evidence, if any*)

Yes It has changed in the following ways and dates (Day/Month/Year):

.....  
.....  
.....

4. When did the practice end? Date (Day/Month/Year): ...../...../.....

5. Were workers informed of the practice changing? If so, when and how were workers informed? Date (Day/Month/Year):

.....  
.....  
.....  
.....

6. How did the workers respond to the changing of the practice? And when?

.....  
.....  
.....

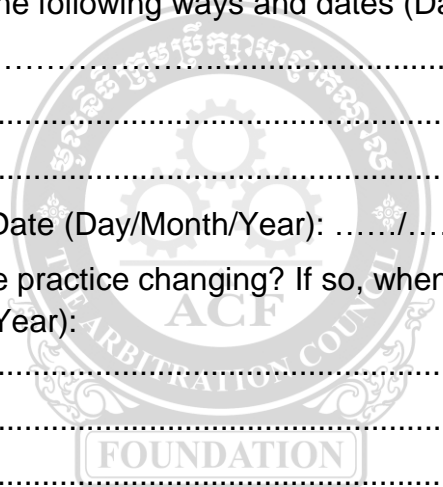
What are the reasons the practice changed? (*Submit evidence, if any*)

Because: .....

Do not know

7. What outcome are you seeking from the AC? .....

.....  
.....



**B. Questions for the Employer**

1. Did the practice claimed by the workers exist in the past or does it currently exist?  
 In the past  
 In the past and presently continues
2. Is this practice stated in or related to the law, CBA, internal work rule, agreement, or the employment contract?  
 Yes It is stated in or related to: .....  
 No It is not stated in those documents. It is related to.....  
.....
3. When did the practice begin? Date (Day/Month/Year): ...../...../.....
4. Has the practice changed since it began?  
 No. It is the same practice. (*Submit evidence to support, if any*)  
 Yes. It has changed in the following ways: .....
5. When did the practice change or conclude? Date (Day/Month/Year): ...../...../.....
6. What are the reasons for the employer to deviate from the practice?  
The reasons are: .....
7. Were the workers informed about the changing of the practice? If so, when did the employer inform the worker about this change?  
 Yes Date the employer informed workers: (Day/Month/Year): ...../...../.....  
 No
8. What happened after the practice changed? (ex: workers' response) (*Please provide dates, events, evidence*).....  
.....  
.....
9. What outcome are you seeking from the AC?.....  
.....

**Both parties need to bring 5 copies of the evidence to the AC hearing. The copies will be given to the 3 Arbitrators, the other party and SAC.**

*[This 'hearing preparation sheet' is designed to assist the parties in preparing for hearings at the Arbitration Council. It is not legal advice. Further information and evidence may be required by the Arbitration Panel.]*