



AFSCME Notification to Chief Steward

Campus Staff HR sends this form to the Chief Steward's Supervisor.

Employee Name	
UM ID#	
Job Title	
Name of District Steward	
Employee's Work Schedule	
1 st Step problem solving meeting date	
Employee Supervisor's Name	Department

STEP TWO SCHEDULING. Chief Steward is scheduled to attend a problem solving meeting of a potential grievance as indicated below:

Chief Steward	
Date	Time
Location	
Requesting Department	Requesting Dept Phone Number
Name of Department Head or Designated Representative	

If for some reason the Chief Steward cannot attend this meeting, the Chief Steward will notify Staff Human Resources at (734) 647-0543.

Chief Steward

I received this information on _____
Date

Signature_____

Copy to: Chief Steward's Supervisor
Chief Steward