



AFSCME Employee Request for Chief Steward

Employee/District Steward completes top portion of this form and gives it to the employee's immediate supervisor who contacts Campus Staff HR at 647-0543 to schedule a problem solving meeting of a potential grievance.

Employee Name	
UM ID#	
Job Title	
Name of District Steward	
Employee's Work Schedule	
1 st step problem solving meeting date	
Supervisor Name	Department
Supervisor Signature	Date Received
Employee Signature	Date Signed

STEP TWO SCHEDULING. The immediate supervisor completes this section when they speak to Campus Staff HR to schedule the Chief Steward for the problem solving meeting of a potential grievance. The supervisor then gives this form to the employee to inform them the meeting is scheduled as indicated below:

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

If for some reason the Chief Steward cannot attend this meeting, the Chief Steward will notify Campus Staff HR at 647-0543.

Copy to: Employee
Employee's Supervisor