

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

Employee Last Name:		First Name:		Middle Name:
UMID:	Job Title:		Name of District Steward:	
Employee's Work Schedule:				

**STEP ONE Problem Solving Meeting Date**

Supervisor's Name:		Department:		
Supervisor's Signature:			Date Received:	
Employee's 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's 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