

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

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

STEP ONE - Problem Solving Meeting

Meeting Date:	Employee's Supervisor:
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:	
Name of Department Head or Designated Representative:		Requesting Department Phone Number:

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 - Sign and date below to indicate receiving this information.

Chief Steward's Signature:	Date:
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**Copy to: Chief Steward &
Chief Steward's Supervisor**