

UAW
CHECKOFF FOR REPRESENTATIVE

Name: _____

Meeting Date: _____

Place: _____ Time: _____

_____ I want a steward present for the meeting in accordance with Article VIII.

_____ I do **not** want a steward present for the meeting.

Signature: _____ Date: _____

Note to Employee:

- Return to Supervisor as directed.

Note to Supervisor:

- Once signed, please return the original to Catherine Burns in the Human Resources Department.
- Form must be given on the same day the meeting is to take place. (Except for major infractions, the form should be given to the employee in the morning and the meeting should take place late afternoon.)
- Prior to initiating any discipline, the supervisor must contact the Contract Administrator for Labor Employment. For oral disciplines, where steward representation is not requested, the supervisor must document the time, place, date, and reason for discipline and return the documentation to the Contract Administrator for Labor Employment within ten (10) days after the verbal warning.