

**UAW**  
**CHECKOFF FOR REPRESENTATIVE**

Name: \_\_\_\_\_

Meeting Date: \_\_\_\_\_

Place: \_\_\_\_\_ Time: \_\_\_\_\_

\_\_\_\_\_ I want a steward present for the meeting in accordance with Paragraph 60 of the 2014-2015 UAW Contract.

\_\_\_\_\_ 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 Human Resources. 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 Human Resources within ten (10) days after the verbal warning.