UAW
CHECKOFF FOR REPRESENTATIVE

Name:_____________________________________________________
Meeting Date:______________________________________________
Place:_____________________________________________ Time:_________

________ I want a steward present for the meeting in accordance with

________ 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.