The University of Michigan

Employee Grievance

Trades (UMSTU) Represented Employees Only

Step 1. (Oral) Aggrieved employee must notify immediate supervisor of grievance before submission at Step 2 of the grievance procedure.

Step 2.

Name	UMID
Department	Department Head's Name
Employee's Statement of Grievance (include facts, dates, provisions of the agreement violated and the remedy desired).	
Employee's Signature	Steward's Name
Date Received by Department Head	
Department Head's Decision	
Department Head's Signature	Date Given to Employee

Form 39606 - Rev. 06/01