

VSEA Steward Intake Form

Steward Name: _____ Date: _____
Steward Email: _____ Steward Phone: _____
Steward Worksite Address: _____

Employee Name: _____ Department/ Agency: _____
Employee Email: _____ Employee Phone: _____
Employee Worksite Address: _____
Is employee a VSEA member? _____

Brief Description of Issue: _____

Is this an individual or group issue? _____
If a group issue, who else is affected? _____

What was the reason for the employee contacting you and how was the issue resolved? Circle what applies and add any needed notes.

- General question about contract: _____
yes, answered question *no, directed them to:* _____
- Wage, hour, schedule and leave time issues/questions: _____
yes, answered question *no, directed them to:* _____
- Questions/concerns about VSEA: _____
yes, answered question *no, directed them to:* _____
- Questions about management policies and procedures: _____
yes, issue resolved *no, Step 1 grievance filed*
- Conflicts with management and/or between co-workers: _____
yes, issue resolved *no, Step 1 grievance filed*
- Possible investigations or discipline: _____
yes, represented employee in meeting *no, awaiting action by management*

Is this issue resolved? _____