



Problem Solving Meeting Summary Form

Purpose of this form: *If an employee submits Form 2534/001, Notification of Problem Form, regarding an alleged violation of College policy and procedure or a problem affecting his/her working conditions the Mediator calls a meeting with the employee and the respondent(s). To document the discussion, this form is completed and signed by all parties involved at the end of the Step 1 meeting. Additional pages and/or documentation may be attached, if needed.*

Date of Meeting with Mediator: _____

Name of Employee Requesting Meeting: _____

Dept./Division: _____

Name of Intermediate Supervisor: _____

Name of Immediate Supervisor: _____

Name of Respondent(s): _____

Steps Recommended by the Mediator to Remedy the Problem:

I recommend the remedy listed above.

Signature of Mediator

☐ *I accept the recommended remedy. (Or)* ☐ *I disagree for the following reason(s):*

Signature of Employee Requesting Meeting

☐ *I accept the recommended remedy. (Or)* ☐ *I disagree for the following reason(s):*

Signature of Respondent

(Copy of completed forms 2534/001 and 2534/002 must be attached to this form.)