

**ARBITRATION REQUEST**  
**PURSUANT TO UNIVERSITY REGULATION UCF - 3.033**

TO: Human Resources  
12565 Research Parkway  
Suite 360  
Orlando, FL 32826-2912

University of Central Florida  
  
Immediate  
Supervisor:

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Pursuant to the University Regulation UCF - 3.033, the undersigned hereby requests a review by an arbitrator on the (check one):

\_\_\_\_\_ discharge for disciplinary reasons      \_\_\_\_\_ demotion for disciplinary reasons  
\_\_\_\_\_ reduction in pay for disciplinary reasons      \_\_\_\_\_ layoff

of \_\_\_\_\_, which occurred on \_\_\_\_\_, and about  
(Name) (date)  
which the employee was notified on \_\_\_\_\_.  
(date)

The relevant facts surrounding the above action taken by the university include the following:

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The undersigned believes that the above action taken by the university was improper for the following reasons (Please indicate references to Regulations):

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The following remedy is requested:

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The following documents, if appropriate, must be attached to this request:

- 1. Charges made by the university;
- 2. Notice of university action;
- 3. Predetermination notice, if any;
- 4. Your responses to any of the above; and
- 5. Any other document relevant to your case.

The employee is represented by:\*

_____ SELF	Name: _____
_____ LABOR ORGANIZATION	Street Address: _____
_____ LEGAL COUNSEL	City, State, Zip: _____
_____ OTHER REPRESENTATIVE	Phone: _____

\*If the employee is represented by a labor organization, its agents, or employees, the arbitrator's fees and expenses shall be paid by the party who fails to prevail in the arbitration.

**THE UNDERSIGNED UNDERSTANDS AND HERBY AGREES THAT BY FILING THIS ARBITRATION REQUEST, PURSUANT TO UNIVERSITY REGULATION UCF - 3.033, THE UNDERSIGNED WAIVES RIGHTS WHICH MAY OTHERWISE HAVE BEEN AVAILABLE UNDER CHAPTER 120, FLORIDA STATUTES, OR UNIVESITY, OR BOARD OF TRUSTEES TO REVIEW THE MATTERS RAISED BY THE ABOVE ACTION.**

This Arbitration Request was made on \_\_\_\_\_, by  
(Date)

\_\_\_\_\_ mail (certified or registered, restricted delivery, return receipt requested) or  
\_\_\_\_\_ personal delivery.

\_\_\_\_\_  
Employee Representative

cc: immediate supervisor of employee