

STEP I COMPLAINT RECORD FORM

Case Number \_\_\_\_\_ Bargaining Unit \_\_\_\_\_

Grievant \_\_\_\_\_ Work Phone \_\_\_\_\_

Title \_\_\_\_\_ Home Phone \_\_\_\_\_

Department \_\_\_\_\_ Work Location \_\_\_\_\_

Steward/Field Representative \_\_\_\_\_ Work Phone \_\_\_\_\_

Immediate Supervisor \_\_\_\_\_ Work Phone \_\_\_\_\_

What date was grievant first aware of this complaint? \_\_\_\_\_

On what date did Grievant/Steward/ Field Representative advise Immediate Supervisor of request for Complaint Meeting? \_\_\_\_\_ ( ) by phone ( ) in writing ( ) in person

**REMINDER:** Grievant has only 15 workdays from the date grievant first became aware of this complaint to file a Step I Complaint. If the Immediate Supervisor does not respond to the request for a meeting within 2 workdays, than grievant must file a Step II Grievance within 10 workdays. If a Step I meeting is initiated, grievant must file a Step II Grievance within 10 workdays of the Step I decision or within 30 workdays from when grievant first gave notice to the Immediate Supervisor of his/her complaint whichever occurs first.

Years of State Service \_\_\_\_\_ VSEA Member ( ) Yes ( ) No - If no call your VSEA Field Representative because grievant may have to pay a fee.

Are grievant's Performance Evaluations at least Satisfactory? ( ) Yes ( ) No - Describe Performance \_\_\_\_\_

Any record of Disciplinary Action against grievant? ( ) Yes ( ) No - If yes , describe.

\_\_\_\_\_  
Attach additional sheets as needed.

COMPLAINT ISSUE: \_\_\_\_\_

\_\_\_\_\_  
Attach additional sheets as needed.

Remedial Action Sought: \_\_\_\_\_

\_\_\_\_\_  
Attach additional sheets as needed.

What Sections of the Contract did you cite? \_\_\_\_\_

**Step I Action**

Meeting Held on \_\_\_\_\_

Persons Present \_\_\_\_\_  
\_\_\_\_\_

Union's Argument \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Attach additional sheets as needed.*

Management's Argument \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Attach additional sheets if needed.*

Was the Step I Complaint Resolved ( ) Yes ( ) No - If Yes go to #1, if No go to #2.

1. Management Granted Step I on \_\_\_\_\_ Granted by \_\_\_\_\_

2. Management Denied Step I on \_\_\_\_\_ Denied by \_\_\_\_\_

Does grievant wish to proceed to Step II? (Remember we only have 10 workdays to file a Step II Grievance.) ( ) Yes ( ) No

Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Issues for Future Contract Negotiations \_\_\_\_\_  
\_\_\_\_\_

Please Forward a Copy to VSEA Headquarters at: 155 State Street, P. O. Box 518,  
Montpelier, Vermont 05601 Phone: (802) 223 5247