

STEP I GRIEVANCE MEETING REQUEST

TO: _____ (Name of Supervisor)

FROM: _____, VSEA Steward

NOTICE OF CONTRACT VIOLATION: _____

NOTICE is hereby given that the VSEA, on behalf of _____ a permanent-status employee of the Department/Agency of _____ does grieve the Department's action to _____, as it violates Article(s) _____ of the Collective Bargaining Agreement.

STATEMENT OF FACTS:

GRIEVANT AND THE VSEA CONTEND THE FOLLOWING CONTRACTUAL VIOLATIONS:

REMEDIAL ACTION SOUGHT:

The VSEA, on behalf of _____, does hereby request the following remedial action:

Grievant and his/her representative request that, if remedial action sought is not first granted, that a Step I meeting be scheduled at a time which is convenient and that notice of that meeting be provided to Grievant and his/her representative.

VSEA Steward

Date Signed

SUPERVISOR:

Please sign below to acknowledge receipt of this step I meeting request, and contact the Steward submitting this request within two (2) business days to schedule a step I meeting.

Supervisor signature

Date received

Note: Step I grievances not resolved will be filed at step II no later than 10 business days after receipt of the Step I decision, or within 30 days of the Step I notice of complaint, whichever occurs first.