**VSEA GRIEVANCE FORM: *STEP TWO***

 DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_

To: Commissioner/Secretary/ Department Head (see list)

From: VSEA

155 State Street

Montpelier, VT 05602

**NOTICE** is hereby given that VSEA, on behalf of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and all other similarly situated employees does grieve the following:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

**STATEMENT OF FACTS:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**THE GRIEVANT CONTENDS THE FOLLOWING VIOLATIONS (CONTRACT, LAW, PAST PRACTICE, POLICY AND PROCEDURES):**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and all other applicable contractual provisions, laws, policies, rules, procedures and regulations.

Grievant, does hereby request, that he/she and all other similarly situated employees are made whole, and that the following remedial action be granted:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Grievant requests that if remedial action sought is not first granted, a Step II meeting be scheduled at a time which is convenient to all parties and that notice of such meeting shall be sent to the parties prior to the date of grievance meeting. Management must respond within 5 days of submission of this Step II grievance.*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Steward Date

**Steward contact information:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Employee contact information: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***VSEA Steward: make four copies of this form. Submit one to the appointing authority of the relevant department, one to your VSEA Union Rep, give the employee one copy, and keep one for your records.***

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| **Agency of Commerce & Community Development**Secretary Lawrence Miller 1 National Life Drive, 6th FloorMontpelier, VT 05620802-828-5204 | **Agency of Education**Rebecca Holcombe, SecretaryWilliam Talbott, Deputy Commissioner 120 State Street, 4th Floor Montpelier, VT 05602-2501 (802) 828-3135  | **Agency of Natural Resources**Secretary Deb Markowitz186 Mad River ParkWaitsfield, VT 0567 802-241-3600 |
| **Agency of Transportation** Secretary Brian SearlesOne National Life DriveMontpelier, VT 05633802-828-2657 | **Aging and Independent Living (DAIL)**Commissioner Dr. Susan Wehry289 Hurricane LaneWilliston, VT 0549 802-241-2401 | **Attorney General**Attorney General William H. Sorrell109 State StreetMontpelier, VT 05609-1001802 828-3171 |
| **Buildings & General Services**Michael J. Obuchowski, Commissioner 2 Governor Aiken AvenueMontpelier, VT 05633-5801(802) 828-3314 | **Children and Families (DCF)**Commissioner Dave Yacovone2nd Floor, 5 North103 South Main StreetWaterbury, VT 05671-5920 (802) 871-3390 | **Corrections, Department of (DOC)**Commissioner Andrew Pallito103 South Main StreetWaterbury, VT 05671-1001802-951-5003 |
| **Defender General, Office of**Matthew F. Valerio6 Baldwin Street, 4th FloorMontpelier, VT 05633-3301(802) 828-3168 | **Environmental Conservation, Dept of**Commissioner David Mears186 Mad River ParkWaitsfield, VT 05673  802-241-3808 | **Financial Regulation, Department of**Commissioner Susan Donegan89 Main StreetMontpelier, VT 05633802-828-3301 |
| **Fish and Wildlife, Department of**Commissioner Patrick Berry186 Mad River ParkWaitsfield, VT 05673802-241-3700 | **Forests, Parks and Recreation,** Commissioner Michael Snyder186 Mad River ParkWaitsfield, VT 05673802-241-3670 | **Health, Department of**Commissioner Dr. Harry Chen108 Cherry StreetBurlington, VT 05401 1-800-464-4343 |
| **Information and Innovation, Department of**Commissioner Richard Boes133 State StreetMontpelier, VT 05633(802) 828-4141 | **Judiciary, State of Vermont**Court Administrator Patricia Gabel109 State StreetMontpelier, VT 05609802-828-3278 | **Labor, Department of**Commissioner Annie Noonan5 Green Mountain DriveMontpelier, VT 05601802-828-4000 |
| **Liquor Control, Department of**Commissioner Michael J. Hogan13 Green Mountain DriveMontpelier VT 05602 802-828-4929 | **Mental Health, Department of**Commissioner Paul DupreRedstone Office Building,26 Terrace StreetMontpelier, VT 05602 802-241-2601 | **Motor Vehicles, Department of**Commissioner Rob Ide120 State StreetMontpelier, VT 05603 802-828-2011 |
| **Public Safety, Department of**Commissioner Keith Flynn103 South Main StreetWaterbury, VT 05671802-244-8727 | **Public Service, Department of**Commissioner Chris Recchia112 State Street Montpelier, VT 05620802-828-2811 | **Taxes, Department of**Mary N Peterson, Commissioner 133 State StreetMontpelier, VT 05633-1401802-828-2505 |
| **Vermont Health Access, Department of (DVHA)**Commissioner Mark Larson312 Hurricane Lane, Suite 201Williston, VT 05495 802-879-5900 |   |   |