**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 Floor Montpelier, VT 05620 802-828-5204 | **Agency of Education** Rebecca Holcombe, Secretary William Talbott, Deputy Commissioner  120 State Street, 4th Floor  Montpelier, VT 05602-2501  (802) 828-3135 | **Agency of Natural Resources** Secretary Deb Markowitz 186 Mad River Park Waitsfield, VT 0567  802-241-3600 |
| **Agency of Transportation**  Secretary Brian Searles One National Life Drive Montpelier, VT 05633 802-828-2657 | **Aging and Independent Living (DAIL)** Commissioner Dr. Susan Wehry 289 Hurricane Lane Williston, VT 0549  802-241-2401 | **Attorney General** Attorney General William H. Sorrell 109 State Street Montpelier, VT 05609-1001 802 828-3171 |
| **Buildings & General Services** Michael J. Obuchowski, Commissioner  2 Governor Aiken Avenue Montpelier, VT 05633-5801 (802) 828-3314 | **Children and Families (DCF)** Commissioner Dave Yacovone 2nd Floor, 5 North 103 South Main Street Waterbury, VT 05671-5920  (802) 871-3390 | **Corrections, Department of (DOC)** Commissioner Andrew Pallito 103 South Main Street Waterbury, VT 05671-1001 802-951-5003 |
| **Defender General, Office of** Matthew F. Valerio 6 Baldwin Street, 4th Floor Montpelier, VT 05633-3301 (802) 828-3168 | **Environmental Conservation, Dept of** Commissioner David Mears 186 Mad River Park Waitsfield, VT 05673   802-241-3808 | **Financial Regulation, Department of** Commissioner Susan Donegan 89 Main Street Montpelier, VT 05633 802-828-3301 |
| **Fish and Wildlife, Department of** Commissioner Patrick Berry 186 Mad River Park Waitsfield, VT 05673 802-241-3700 | **Forests, Parks and Recreation,** Commissioner Michael Snyder 186 Mad River Park Waitsfield, VT 05673 802-241-3670 | **Health, Department of** Commissioner Dr. Harry Chen 108 Cherry Street Burlington, VT 05401  1-800-464-4343 |
| **Information and Innovation, Department of** Commissioner Richard Boes 133 State Street Montpelier, VT 05633 (802) 828-4141 | **Judiciary, State of Vermont** Court Administrator Patricia Gabel 109 State Street Montpelier, VT 05609 802-828-3278 | **Labor, Department of** Commissioner Annie Noonan 5 Green Mountain Drive Montpelier, VT 05601 802-828-4000 |
| **Liquor Control, Department of** Commissioner Michael J. Hogan 13 Green Mountain Drive Montpelier VT 05602  802-828-4929 | **Mental Health, Department of** Commissioner Paul Dupre Redstone Office Building, 26 Terrace Street Montpelier, VT 05602  802-241-2601 | **Motor Vehicles, Department of** Commissioner Rob Ide 120 State Street Montpelier, VT 05603  802-828-2011 |
| **Public Safety, Department of** Commissioner Keith Flynn 103 South Main Street Waterbury, VT 05671 802-244-8727 | **Public Service, Department of** Commissioner Chris Recchia 112 State Street  Montpelier, VT 05620 802-828-2811 | **Taxes, Department of** Mary N Peterson, Commissioner  133 State Street Montpelier, VT 05633-1401 802-828-2505 |
| **Vermont Health Access, Department of (DVHA)** Commissioner Mark Larson 312 Hurricane Lane, Suite 201 Williston, VT 05495  802-879-5900 |  |  |