

VSEA COMPLAINT MEETING REQUEST: *STEP ONE GRIEVANCE*

To: _____ (name of Supervisor or manager) DATE: _____

From: _____, VSEA Steward

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

Does this complaint affect more than one employee?

STATEMENT OF FACTS: _____

THE GRIEVANT CONTENDS THE FOLLOWING VIOLATIONS (CONTRACT, LAW, PAST PRACTICE, POLICY, AND PROCEDURE): _____

Grievant, does hereby request, that they are made whole, and that the following remedial action be granted: _____

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

Grievant and Steward request a meeting with management to address this complaint with the goal of agreeing on remedial action to be taken by management. If remedial action sought is not granted, the Grievant may submit a Step Two grievance to the Department/ Agency Commissioner.

Name of Steward

Date

Steward contact information: _____

Employee contact information: _____

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