

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.

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		