

Step One Grievance Form

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' do 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):

and all other applicable contractual provisions, laws, policies, rules, procedure and regulations. Grievant, does hereby request that they are made whole and that the following remedial action be granted: _____

Grievant and Steward requests 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: Please 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.