

STATE/PEF GRIEVANCE FORM
PROFESSIONAL, SCIENTIFIC AND TECHNICAL SERVICES UNIT

(All grievances, decisions, and appeals must be served
personally or by certified mail, return receipt requested.)

TO BE COMPLETED BY GRIEVANT OR REPRESENTATIVE

Name: _____ Title: _____

Current Mailing Address: _____

Department or Agency: _____

Work Location: _____

Grievance Type: **Contract**
Provision of State/PEF Agreement alleged to have been violated
Specify Article: _____ Subsection: _____

Non-Contract (May be appealed only through Step 3)

STEP 1

Step 1 grievance must be submitted not more than thirty (30) calendar days after the date the act or omission giving rise to the grievance occurred.

Date of Occurrence: _____

Statement of facts (use additional sheets, if required): _____

Remedy sought: _____

Date submitted: _____ Aggrieved Employee(s) _____

**CHECK TO MAKE SURE ALL REQUIRED INFORMATION HAS BEEN PROVIDED AND
GIVE THIS FORM TO YOUR FACILITY OR INSTITUTION HEAD OR DESIGNEE.**

1st STEP DECISION
Determination Attached

Date grievance received: _____

Date decision issued: _____
Facility or Institutional Level Representative

Note: Facility or Institution head or designated representatives shall meet with the employee or PEF and shall issue a short, plain written statement of reason for his or her decision to the employee or PEF not later than twenty (20) working days* following the receipt of grievance.

STEP 2 - APPEAL

Note: Submit with a copy of the Step 1 decision to the agency head or his representative designated to receive such appeals within ten (10) working days* of receipt of Step 1 decision or date Step 1 decision was due, whichever is earlier.

The decision at Step 1 of the grievance described above is unsatisfactory.

Reasons for disagreement with Step 1 decision (use additional sheets if necessary):

Date submitted: _____ Aggrieved Employee(s): _____

2nd STEP DECISION
Determination Attached

Date received: _____

Date decision issued: _____ Reviewer: _____

Note: The agency head or department head or his or her designee shall meet with the employee or PEF for a review of the grievance and shall issue a short plain written statement of reasons for his or her decision to the employee or PEF, as appropriate, no later than twenty (20) working days* following receipt of the Step 1 Appeal.

STEP 3 - APPEAL

Appeals to Step 3 may be submitted only by the President of PEF or his or her designee, and must be submitted within thirty (30) working days* of the grievant's receipt of the Step 2 decision.

The decision at Step 2 of the grievance described above is unsatisfactory.

Reasons for disagreement with Step 2 decision: _____

Date submitted: _____ Aggrieved Employee(s): _____

Authorized signature: _____

Note: PEF must file this appeal within thirty (30) working days* of receipt of the Step 2 decision or the date that the Step 2 decision was due, whichever is earlier, together with the Grievance and the decisions at Steps 1 and 2, with the OFFICE OF EMPLOYEE RELATIONS, Agency Building 2, 12th Floor, Empire State Plaza, Albany, New York 12223.

3rd STEP DECISION

Determination Attached

OER File Number: _____

Date received by the Office of Employee Relations: _____

Date decision issued: _____

Director of the Office of Employee Relations or designee: _____

Note: The Director of the Office of Employee Relations, or his or her designee, shall issue a short, plain written statement of reasons for his or her decision within thirty (30) working days* after receipt of the appeal.

STEP 4 - APPEAL

Appeals to Arbitration may be submitted only by the President of PEF or his or her designee, and must be submitted to the Office of Employee Relations within fifteen (15) working days* of receipt of the Step 3 decision.

The Public Employees Federation hereby demands ARBITRATION.

Date submitted: _____

Authorized Signature: _____

*In the case of a department or agency which normally operates on a seven-day a week basis, the reference to 10 working days shall mean 14 calendar days, and 15 working days shall mean 21 calendar days and 20 working days shall mean 28 calendar days. Extensions shall be confirmed in writing by the party requesting them.