

UNIFIED COURT SYSTEM
AND
SUFFOLK COUNTY COURT EMPLOYEES ASSOCIATION, INC.

CONTRACT GRIEVANCE FORM

To be submitted to the District Administrative Judge by Grievant or Union within 45 calendar days of the event giving rise to the grievance.

Grievant's Name: _____ Grievant's Title: _____

Court or Court Related Agency: _____

Grievant's Supervisor: _____

Union Grievance Representative: _____

Provision of Agreement Involved: _____

Date of Occurrence: _____

Statement of Facts (Use additional sheets if required):

Remedy Sought:

Date submitted: _____

Aggrieved Employee: _____ Aggrieved Employee: _____
PRINT NAME (SIGNATURE)

Check to make sure all required information, including contract provisions involved, has been provided before submitting form to the District Administrative Judge.

1st STEP DECISION

DATE GRIEVANCE RECEIVED: _____ DATE DETERMINATION ISSUED: _____

Determination by District Administrative Judge or Designee Attached.

Note: This form should be returned to the Grievant, together with Step 1 Determination.

CONTRACT GRIEVANCE

STEP 2 – APPEAL

In the event the Grievant or Union wishes to appeal the Step 1 determination, this form must be submitted to the Director of Employee Relations within fifteen (15) days of receipt of the Step 1 determination or the date the Step 1 determination was due.

The determination at Step 1 is unsatisfactory. The following issues have not been resolved:

Date submitted: _____

Aggrieved Employee: _____ Aggrieved Employee: _____
PRINT NAME SIGNATURE

2ND STEP DECISION

Date Appeal Received: _____ Case No. _____

Date Decision Issued: _____

Determination by Director of Employees attached.

STEP 3 – APPEAL

In the event the Union wishes to appeal the Step 2 decision to arbitration, this form or a similar notification must be submitted to the Director of Employee Relations within twenty (20) workdays of receipt of the Step 2 decision or the date the Step 2 decision was due. Attach copies of all documents related to this grievance.

Provision of the Agreement in Dispute: _____

The Union demands Arbitration of the following issues:

Date Submitted: _____

Authorized Signature: _____

A demand for Arbitration may be submitted only by an official of the Union who has been designated in writing to demand Arbitration.