

SCIENTIFIC AND ENGINEERING UNIT GRIEVANCE/APPEAL FORM

Appointing Authority Grievance No.

See Instructions on Back of Form

1. Name

2. Department

3. Division/Work Location

4. Class and Level

5. Work Phone

6. Address

7.

STEP GRIEVANCE or APPEAL to STEP

8. Employee's Statement of Grievance or Reason for Appeal: (Attach Additional Pages if Necessary. Include who, when, where, how, & why, etc.)

9. Contract Provision(s) Allegedly Violated:

10. Date of Alleged Contract Violation:

11. Employee I.D. No.

13. A just and fair solution to my grievance:

Grievant's Signature _____ Date: _____

14.

STEP _____ OFFICIAL'S ANSWER

15. Date Received: _____

Official's Signature: _____ Date Given/Mailed to Grievant or Representative: _____

INSTRUCTIONS — MPES/OSE H21-1

These instructions are intended to assist MPES members in complying with the filing requirements of the contractual grievance procedure contained in Article 9 of the collective bargaining agreement between the MPES and the State of Michigan.

WHO

DOES WHAT

Grievant

Complete all the information required in Items #1 through #13. Be sure to provide the details requested for Item #8.

If this is an initial written grievance, sign and date form and file with your immediate supervisor **WITHIN 10 WORKDAYS** of the date of occurrence of the alleged contractual violation. All grievances, except those indicated below, must be filed at Step 1 of the grievance procedure, unless mutually agreed by MPES and the Appointing Authority.

Grievances involving demotion, suspension, layoff, or discharge are to be filed directly at Step 3 by forwarding the written grievance form to the Step 3 Official.

Step __ Official

Enters the date received in Item #15 to indicate receipt of the Grievance.

Writes answer in Item #15 and mails to Grievant in accordance with Article 9 of the Agreement. Signs and dates form when mailed or given to Grievant or Representative.

Grievant

If not satisfied with the grievance answer, inserts appropriate step level in Item #7; completes Item #8 with the Reasons for Appeal; and forwards to the next higher step official within 10 workdays from the date of the lower step answer.

Step __ Official

Enters the date received in Item #15 to indicate receipt of the Grievance.

Writes answer in Item #15 and mails to Grievant in accordance with Article 9 of the Agreement. Signs and dates form when mailed or given to Grievant or Representative.