STATE-CSEA T&A DISCIPLINARY GRIEVANCE FORM FOR EMPLOYEES IN THE ADMINISTRATIVE, INSTITUTIONAL AND OPERATIONAL SERVICES UNIT

READ ARTICLE 33.5 BEFORE COMPLETING THIS FORM.

Instructions to Employee and Agency: Employees in the CSEA negotiating units must use this form to start a disciplinary grievance pursuant to Article 33.5 of the Agreements between the State and the Civil Service Employees Association. "Employees must be advised that they have a right to be represented or to decline such representation and be given a reasonable period of time to obtain representation (either CSEA or an attorney of the employee's choice) in proceedings brought under Article 33 and before executing any settlement of a disciplinary grievance."

PLEASE PRINT OR TYPE

Agency and Facility: Date: ______ Last First M.I. Current Mailing Address: _____ City Street State Zip Employee's Representative: () CSEA Personal Attorney: $\dot{}$ (check one) Mailing Address: I wish to grieve the T&A Notice of Discipline issued to me on ___/___ pursuant to Article 33.5 Remarks: (Use this space to support your grievance) Remedy Sought:

Instructions to Employee: To be considered, this form and a copy of the Notice of Discipline must be filed¹ either personally or by registered or certified mail, return receipt requested, with the T&A Disciplinary Administrator, Suite 301D, 55 Elk Street, Albany, NY, 12210-2333, within fourteen (14) calendar days following the service¹ of the Notice of Discipline.

Aggrieved Employee's Signature

Date Received:	By: _	
		T&A Disciplinary Administrator

¹ "Filing" and "Service" requirements are described in Section 33.3 (c) and 33.6 (b) of Article 33.