DISCIPLINARY GRIEVANCE FORM
STATE-COUNCIL 82
SECURITY SERVICES UNIT
SECURITY SUPERVISORS UNIT

Instructions to Employee and Agency: This form must be used by employees to start a disciplinary grievance according to Article 8 of the Agreement. Employees must be given a chance to obtain representation (either Council 82, AFSCME, or an attorney of the employee's choice) in proceedings brought under Article 8 and before executing any settlement of a disciplinary grievance. In the event that any employee against whom disciplinary charges are brought by the Employer elects to be represented by any party other than the Union, such employee shall be individually responsible for all expenses which are incurred in connection with such disciplinary proceeding. No employee can be represented in such a disciplinary proceeding by any officer, executive board member, delegate, representative or employee of any actual or claimed employee organization or affiliate thereof other than Council 82.

PLEASE PRINT OR TYPE

AGENCY _____ DATE _____

EMPLOYEE'S NAME _____

HOME ADDRESS _____

_____ ZIP CODE _____

HOME TELEPHONE ( ) _____

WORK LOCATION _____ SHIFT ASSIGNMENT _____

EMPLOYEE'S REPRESENTATIVE: ☐ COUNCIL 82, AFSCME

☐ ATTORNEY NAME _____

ADDRESS _____

TELEPHONE ( ) _____

I wish to grieve the Notice of Discipline issued to me on _____ pursuant to Article 8 of the Agreement. (Employee may use this space to support his grievance.)

Remedy sought:

_____
Aggrieved Employee's Signature

Instructions to Employee: To be considered, this form must be filed with your Department or agency head or designee within 14 days* following the date of the Notice of Discipline.

Date received _____ by _____
Agency Representative

AGENCY DECISION
(See Attached)

Date _____ By _____
Agency Representative

SETTLEMENT AND CERTIFICATION OF OFFER OF RIGHT TO REPRESENTATION
(if applicable)

Instructions: This form may be used to record settlements of disciplinary grievances as provided for in the Agreement, Article 8.3, Settlements. A disciplinary grievance may be settled at any time following the service of a notice of discipline. The terms of the settlement shall be reduced to writing. An employee offered such a settlement shall be offered a reasonable opportunity to have his attorney or a Union representative present before he is required to execute it. The Union grievance representative at the appropriate level shall be provided with a copy of any settlement within 24 hours of its execution.

THIS SETTLEMENT HAS BEEN MADE IN ACCORDANCE WITH THE PROVISIONS OF ARTICLE 8 OF THE AGREEMENT. WE CERTIFY THAT THE REQUIRED OPPORTUNITY FOR REPRESENTATION WAS OFFERED AND THAT NO THREATS OF REPRISAL OR PROMISES OF SPECIAL CONSIDERATION WERE MADE BY AGENCY REPRESENTATIVES AS AN INDUCEMENT TO EXECUTE THIS SETTLEMENT THE FULL TERMS OF WHICH ARE INCLUDED ABOVE.

_____ Employee

_____ Agency Representative

_____ Employee's Representative

_____ Date

*Days shall mean calendar days
OER-3 (7/89)