SEIU/ DISTRICT 1199 and THE STATE OF OHIO
Grievance Form

_____
Grievance Number (assigned by Agency)

Grievant's Name_____ Agency_____

Grievant's Home Address_____

Work Phone Number_____Home Phone Number_____

Worksite_____ Grievant's Classification_____

Grievant's Supervisor_____ Sup. Work Phone Number_____

Delegate's Name_____

Delegate's Home Address:_____

Del. Home Phone Number_____ Del. Work Phone Number_____

Date Grievance Arose_____

Statement of Grievance_____
(must be filed within 15 days of date grievance arose)
_____

_____

_____

Contract Article(s) and Section(s) allegedly violated, including but not limited to: _____

_____

Resolution Requested: To be made whole in every way, including: _____

_____

_____

GRIEVANT'S SIGNATURE_____ DATE_____

STEP 2

Response is by the Grievant's local or Agency Designee

Date received by Step 2 Designee :_____Date of Step 2 Meeting:_____
(must be within 7 days of receipt)

Step 2 Response _____
(must be within 7 days of the meeting)

_____

_____

Step 2 Official Signature/ Title: _____Date:_____

For Use by SEIU/ District 1199 Delegate

Accepted_____ Appealed_____ Date_____

Must be appealed to **Labor Relations** and **SEIU/District 1199** within 7 days of the ***DUE DATE*** of Step 2 response. The Union's copy should be mailed to: State Grievance Appeal, SEIU/District 1199, 1395 Dublin Rd., Columbus, Ohio 43215. *The Union will not accept faxes or hand-delivered copies.*

STEP 3

Response is by the Grievant's Agency Designee

(Suspensions, fines, reduction in pay, terminations, non-selection for promotions are filed directly at Step 3.)

Date received by Step 3 Designee:_____Date of Step 3 meeting:_____
(must be within 30 days of receipt)

Step 3 Response:_____
(must be within 14 days of the meeting)

_____

_____

Step 3 Official Signature/ Title_____Date_____

For use by SEIU/ District 1199 Delegate

The Union will make a decision regarding appeal to Step 4 within 15 days of the ***DUE DATE*** of the Step 3 response. Management responses and grievant's documentation should be submitted to the Union as soon as possible within this time period. If you do not wish to appeal to Step 4, the Step 3 settlement or withdrawal must be mailed to the Union. All documentation should be sent to: State Grievance Appeal, SEIU/District 1199, 1395 Dublin Rd., Columbus, Ohio 43215. *The Union will not accept faxes or hand-delivered copies.*

STEP 4

(Disposition for Organizer only)

Withdrawn ___ yes ___ no Mediation ___ yes ___ no Appeal Letter ___ yes ___no
NTA ___ yes ___ no Arbitration ___ yes ___ no