

**State/PBA Grievance Appeal**

*(The Grievant is referred to Article 15 of the Current Agreement between the State of New York and the PBA of New York State Troopers, Inc. which describes the grievance procedure in detail.)*

To be completed by Grievant:

Name: _____	Rank: _____
Troop/Unit: _____	
Work Location: _____	Immediate Supervisor: _____

*(Check appropriate box)*       Contract Grievance      or       Non-Contract Grievance

**STEP 1**

<i>Member presents grievance through channels in writing to the Zone Commander or equivalent.</i>
Provisions of Agreement involved if this is submitted as a Contract Grievance: Article _____ § _____ Article _____ § _____
Date of occurrence: _____
Statement of Facts <i>(Use additional sheets if required)</i> :
Remedy Sought:
<i>(Present grievance personally to immediate Supervisor)</i>
Date Submitted: _____ Grievant: _____
Name of immediate supervisor grievance submitted to: _____

*Check to make sure all required information has been provided and submit this form to your Zone Commander (or equivalent).*

**1<sup>st</sup> STEP DECISION**

<i>The Grievant's Zone Commander or equivalent shall meet personally with the Grievant within 5 days of receipt of the Grievance.</i>
Date Grievance Received: _____ Date Meeting Conducted with Grievant: _____
<i>The Zone Commander or equivalent shall issue a written decision within 5 working days of the meeting. This decision shall be completed on a GENL. 7 memorandum form and personally delivered to the grievant.</i>
Date Decision Issued: _____ Rank/Position: _____
Date Step 1 decision personally delivered: _____
Signature of Supervisor personally delivering the grievance: _____

**STEP 2 - APPEAL**

<i>(To be submitted to the Troop or Detail Commander within 10 working days of receipt of Step 1 decision or date Step 1 decision was due, whichever is earlier.)</i>
The decision at Step 1 of the grievance described above is unsatisfactory.
The following issues have not been resolved:  _____
Date submitted: _____ Grievant: _____

**2<sup>nd</sup> STEP DECISION**

<i>The Troop or Detail Commander or designee shall meet with the Grievant within 10 working days from receipt of the Step 2 written appeal and shall issue a written decision within 10 working days from the date of the Step 2 meeting.</i>
Date Received: _____
Date meeting conducted with Grievant: _____
Date decision Issued: _____ (Determination Attached)
Troop or Detail Commander's Signature: _____
<i>Step 2 decision personally delivered to Grievant by Troop Commander or designee.</i>
Date Step 2 decision personally delivered: _____
Signature of Supervisor delivering Step 2 decision: _____

**STEP 3 - APPEAL**

*(To be submitted to the superintendent within 10 working days of receipt of Step 2 decision or date Step 2 decision was due, whichever is earlier. Attach copies of all documents related to grievance.)*

The decision at Step 2 of the grievance described above is unsatisfactory.

The following issues have not been resolved:

\_\_\_\_\_

Date Submitted: \_\_\_\_\_ Grievant: \_\_\_\_\_  
*Note: If this is a contract grievance the appeal at this step may be submitted only by the President of the PBA or his designee.*

President/Designee: \_\_\_\_\_

**3<sup>rd</sup> STEP DECISION**

Case Number: _____	Date received by Office of Employee Relations (Determination Attached): _____
Date Decision issued: _____	Superintendent/Designee: _____

*Step 3 decision to be personally delivered or mailed certified mail, return receipt requested*

Date mailed or delivered: \_\_\_\_\_  
Name of person delivered to (if applicable): \_\_\_\_\_  
Signature: \_\_\_\_\_

**STEP 4 - APPEAL**

*(To be submitted to the Office of Employee Relations within 10 working days of receipt of Step 3 decision or date Step 3 decision was due, whichever is earlier. Attach copies of all documents related to grievance.)*

For Contract Grievance: The PBA of New York State Troopers, Inc. refers this grievance to Arbitration *(Attach statement of the issue being referred to Arbitration.)*

Date submitted: \_\_\_\_\_  
Signature of President/Designee: \_\_\_\_\_

For Non-Contract Grievance: The Step 3 decision is appealed for the following reason(s):

\_\_\_\_\_

Date Submitted: \_\_\_\_\_ Grievant: \_\_\_\_\_

*Appeals of Contract Grievances submitted to Arbitration must be signed by the President of the PBA or his designee.*