

STATE/CSEA DISCIPLINARY (ARTICLE 33) GRIEVANCE FORM
FOR EMPLOYEES IN THE
ADMINISTRATIVE, INSTITUTIONAL, AND OPERATIONAL SERVICES UNITS
AND THE DIVISION OF MILITARY AND NAVAL AFFAIRS UNITS

Instructions to Employee and Agency: Employees in all CSEA negotiating units must use this form to start a disciplinary grievance pursuant to Article 33 Memorandum of the Agreement between the State and the Civil Service Employees Association, Inc. "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 representative (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 ATTACH NOTICE OF DISCIPLINE (NOD) WITH THIS FORM.
(A copy of this form must simultaneously be filed with the individual who issued the NOD)

Agency and Facility:

Employee's Last Name: _____ First Name: _____

Employee's Home Address:

Employee's Phone Number:

Employees Representative (Check One)

CSEA

Personal Attorney/Name and Address: _____

Pursuant to Article 33, I wish to grieve the Notice of Discipline issued me on _____.

I wish to grieve a violation of the procedure of Article 33 (Discipline), Subsection(s) _____.

Date of Occurrence: _____

Remarks (Employee should use this space to support the grievance):

Remedy Sought:

Employee Signature: _____ Date: _____

SUBMIT THIS FORM, ALONG WITH THE NOTICE OF DISCIPLINE, WITHIN 21 CALENDAR DAYS TO:

(Via Mail, Fax or Email)

Disciplinary Panel Administration

Corporate Plaza East – Suite 502

240 Washington Avenue Extension, Albany, New York 12203

Fax # (518) 486-9737

EMAIL: DPAEFAX@OER.NY.GOV