

**New York State/Graduate Student Employees Union  
GRIEVANCE FORM**

Employees are referred to Article 16 of the Agreement between New York State and the Graduate Student Employees Union which describes the grievance procedure in detail.

**To be completed by Grievant and GSEU representative and filed with the Campus President or Designee.**

1. Name of Grievant: \_\_\_\_\_

2. Address for purposes of grievance correspondence: \_\_\_\_\_  
\_\_\_\_\_

3. Campus:\_\_\_\_\_ Department:\_\_\_\_\_

4. Date when grievance first occurred: \_\_\_\_/\_\_\_\_/\_\_\_\_

5. Date of request for meeting with local administrator: \_\_\_\_/\_\_\_\_/\_\_\_\_(Attach copy of letter requesting a meeting).

6. Date of meeting with local administrator: \_\_\_\_/\_\_\_\_/\_\_\_\_

**7. Check the appropriate box(es) below to indicate which provisions under Article 16.1 are claimed to have been violated:**

- 16.1a Determination of eligibility for the general salary increase, referred to in Article 5.
- 16.1b Failure to provide the minimum stipend for employees on full assistantships at University Center campuses, referred to in Article 5.
- 16.1c Determination of eligibility for health benefits, referred to in Article 6
- 16.1d Imposition of a charge for parking facilities presently provided without charge, or an increase or decrease of an existing charge for parking facilities presently provided, without negotiations, as referred to in Article 7.
- 16.1e Failure to reimburse an employee for job-related expenses approved in advance in writing by the department chair, as referred to in Article 8.
- 16.1f Failure to reimburse an employee approved in advance in writing by the department chair to be in travel status, for travel expenses at the rates referred to in Article 9, in accordance with the Rules and Regulations of the Comptroller.
- 16.1g Failure to exclude the time spent on a leave approved pursuant to Article 12.1 in calculating the total number of semesters for which an employee is eligible to be considered for employment within the bargaining unit.
- 16.1h Failure to permit posting of appropriate notices on bulletin boards in accordance with the provisions of Article 14.
- 16.1i Failure to follow the procedural steps for approval of employee requests for leave for personal illness, as referred to in Article 18.1.

- 16.1j Failure to grant an employee a holiday leave with pay, as referred to in Article 18.2.
- 16.1k Failure to issue letter of notification containing the requisite information as referred to in Article 20.
- 16.1l Failure to post a list of department/work areas that employed TAs/GAs in the previous year as referred to in Article 21.1
- 16.1m Failure to post a list of vacancies assigned to non-academic department/work areas, as referred to in Article 21.3.
- 16.1n Failure to follow the procedural steps of a written evaluation policy, referred to in Article 22.
- 16.1o Failure to keep employees' personnel files at a centrally designated location on campus, as referred to in Article 23.
- 16.1p Failure to include a copy of a document in the employee's personnel file required to be so included under the provisions of Article 23.
- 16.1q Failure to allow an employee, or the employee's representative, on request, to review the employee's personnel file during normal business hours under the provisions of Article 23.
- 16.1r Failure to make copies of materials in the employee's personnel file available to the employee upon request and at the employee's expense under the provisions of Article 23.
- 16.1s Failure to attach a written response received from an employee to a supervisory evaluation in the employee's personnel file under the provisions of Article 23.
- 16.1t Failure to make available written policies on workload currently in effect to an employee upon the employee's written request for such policies under the provisions of Article 24.
- 16.1u Failure to provide GSEU, no later than March 15 and November 15 each year, with a list of employees that includes the information specified in Article 26.2.

8. **Statement of Grievance:** Provide a short plain statement of the grievance and the facts surrounding it. Use additional sheets if necessary.

9. **Remedy Sought:**

10.  I am  I am not requesting a meeting with the Campus President or Designee.

**NOTE:** A meeting with the Campus President or designee will **NOT** be scheduled unless such meeting is requested on this form.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date                      Signature of aggrieved employee                      \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date                      Signature of GSEU representative

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date                      Signature of President or designee