

UNIT II OR CONFIDENTIAL EMPLOYEE GRIEVANCE
 NEW YORK STATE THRUWAY AUTHORITY

INSTRUCTIONS

The term 'grievance' means the interpretation, application or claimed violation of a specific term or provision of the Agreement between the Thruway Authority and CSEA and shall also include any claimed violation, misrepresentation or inequitable application of the existing laws, rules, procedures, regulations, administrative orders or work rules of the Authority which relate to or involve employee health or safety, physical facilities, materials, or equipment furnished to employees, or supervision of employees, which is presented for resolution at any grievance stage not later than 60 calendar days after the date on which the act, occurrence, omission or condition giving rise to the grievance first occurred, became known, or should have been known to the employee.

1. If you believe that you have a grievance against the Authority, you or your representative may attempt to resolve it with your immediate supervisor. This is the **FIRST GRIEVANCE STAGE**.
2. If the grievance is not resolved at the **FIRST STAGE**, prepare this form and send it to the Labor Relations Manager. This is the **SECOND GRIEVANCE STAGE**.
3. If the grievance is not resolved at the **SECOND STAGE**, either the Authority or the Union may demand arbitration. This is the **THIRD GRIEVANCE STAGE**.

Name		Title	
Department	Work location or station	Division	
I/We will be represented by:			
I	Do	Do Not	Request a hearing.
		Has this grievance been presented to your supervisor for resolution?	
		Yes	No
Supervisor's Name		Title	
Department	Work location or station	Division	
Date and Time of alleged violation			
Contract provision(s) that was allegedly violated			
Statement of grievance:			
What action do you wish the Authority to take to resolve your grievance?			

Signature of aggrieved employee _____