STATE/CSEA TIME & ATTENDANCE (ARTICLE 33.5) 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 the CSEA negotiating unit must use this form to start a disciplinary grievance pursuant to Article 33.5 of the agreement between the State and the Civil Service Employees Association. "Employees must be advised that they have a right to be represented or to decline such representation andbe 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."

(A Copy of this Form must also be filed with the individual who issued the Notice of Discipline)

Agency and Facility: _____

Employee's Name: _____

Employee's Home Address: _____

Employee's Primary Contact Number: _____

Employee's Email (non-work): _____

Employees Representative (Check One)

☐ CSEA
☐ Personal Attorney Name and Address: _____

_____

Pursuant to Article 33.5, I wish to grieve the Time and Attendance Notice of Discipline issued me on _____.

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

_____

_____

Employee Signature: _____ Date: _____

SUBMIT THIS FORM, ALONG WITH THE NOTICE OF DISCIPLINE, WITHIN 21 CALENDAR DAYS TO:
(Via Mail, Fax or Email)
Time & Attendance 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