

**SCIENTIFIC & ENGINEERING UNIT  
GRIEVANCE APPEAL FORM**

1. Grievance No. \_\_\_\_\_ 2. Date received by Step \_\_\_\_\_ Official \_\_\_\_\_

3. Department/Agency \_\_\_\_\_ 4. Work Location \_\_\_\_\_

5. Name	Telephone	6. Social Security No.
7. Address	8. City	9. Zip Code

10. **STEP \_\_\_\_\_ ANSWER**

\_\_\_\_\_  
Signature of Step Official

\_\_\_\_\_  
Date given/mailed Grievant and Representative

11. **NOTICE OF APPEAL TO**  **STEP 3**  **STEP 4**

Step 2  Step 3  answer is not satisfactory. My reason for appealing is:

Grievant's Signature \_\_\_\_\_ Date Sent \_\_\_\_\_

Designated Society Representative \_\_\_\_\_

H21-2

**NOTE:** Type or use ballpoint so all copies are legible.

IF APPEALED TO STEP 2:

WHO

DOES WHAT

Step 2 Official

Fills out information blanks at top of form H21-2, entering date received.

May conduct Step 2 Conference in accordance with Agreement.  
Writes answer in appropriate section, filling in blank indicating it is a Step 2 answer.

- GOLD — Grievant
- PINK — Grievant
- CANARY — Step 1 Supervisor
- GREEN — Retains for file
- WHITE — Grievant
- BLUE — Grievant

Grievant

If dissatisfied with the Step 2 Answer, completes section entitled "Notice of Appeal," checking the box for appeal to Step 3 and indicates that the Step 2 answer is not satisfactory by checking the Step 2 box.

Returns PINK copy to Step 2 Official.  
Forwards WHITE copy of H-21-2 and H21-1 to Step 3 Official.  
Forwards BLUE copies of H21-1 and H21-2 to the Office of the State Employer.

IF APPEALED TO STEP 3:

WHO

DOES WHAT

Step 3 Official

Fills out information blanks at top of form H21-2.

May conduct a Step 3 Conference in accordance with Agreement.  
Writes answer in appropriate section, filling in blank indicating it is a Step 3 answer.

Distributes copies as follows:

- GOLD — Grievant
- PINK — Grievant
- CANARY — Step 2 Official
- GREEN — Step 1 Official
- WHITE — Retains for file
- BLUE — Grievant

Society

If dissatisfied with the Step 3 answer, the Society may appeal to Arbitration in accordance with the provisions of Article VIII.