

APPENDIX C
STEP 2 - GRIEVANCE FORM
(From Article 11.2(b)(1) – Grievance & Arbitration)

PART I – (Note: If this grievance is being initiated at Step 2 (see Article 11.2(a)(2)(c)), skip to Part II.)

Date of Request for Informal Resolution process:

- ❖ Grievances cannot be filed until the UFF or faculty member has timely requested an Informal Resolution, except as provided under Article 11.2(a)(2)(c).
- ❖ Such request must be within 20 days of the act or omission described in Part III below.
- ❖ Upon receipt of a timely-filed request for Informal Resolution, the parties have 30 days to resolve the dispute.

Date this Grievance is being filed:

- ❖ Grievances can be filed up to 15 days after the expiration of the 30 day Informal Resolution process, but may be filed earlier as described in Article 11.5(d).

Date(s) of Action(s) and/or Omission(s) being grieved:	Earliest	Latest	Continuing Action
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PART II

GRIEVANT(S)

Name(s) _____ Dept. _____
 Mailing Address _____
 Phone Number (Home) _____ (Office) _____
 Email _____

GRIEVANCE REPRESENTATIVE

Name _____
 Email _____

If Grievant is represented by the UFF or legal counsel, all University communications should go to the Grievance Representative.

Other address to which _____
 University mailings
 pertaining to grievance
 shall be sent

(See Next Page for Additional Requirements)

For the University



Alex Landback
Chief Negotiator

Date 08/04/2021

For the UFF



Myles Kim
Chief Negotiator

Date 08/04/2021

Grievance #:
[Assigned by OGC]

Florida Poly/UFF
TA Version
2021-2024 CBA
August 4, 2021

1 **PART III** – (Note: Only those acts or omissions and sections of the Agreement identified in this form may
2 be considered in Step 2 or Step 3. This form may be amended once prior to the Step 2 meeting. This
3 amendment may be no later than three business days before the Step 2 meeting.)
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Article(s) & Section(s) of
Agreement allegedly
violated:

Statement of Grievance (This narrative must include date of acts or omissions complained of and name(s) of any individual(s) that allegedly committed the acts or omissions.):

Remedy
Sought:

(See Next Page for Additional Requirements)

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For the University



Alex Landback
Chief Negotiator

Date 08/04/2021

For the UFF



Myles Kim
Chief Negotiator

Date 08/04/2021

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PART III
AUTHORIZATION

I will be represented in this grievance by: (check one - representative must sign on appropriate line):

- UFF: _____
- Myself: _____
- Legal Counsel: _____

<input type="checkbox"/>	I authorize the use, for the purposes of the Step 2 Meeting, of any previously released Limited-Access Records (as defined under Florida Polytechnic University Rule 6C13-6.008) pertinent to this grievance by the individual(s) indicated above. If written authorization is required for the release of any additional Limited-Access Records, I may submit such written authorization.
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I UNDERSTAND AND AGREE THAT BY FILING THIS GRIEVANCE, I WAIVE ANY RIGHTS TO JUDICIAL REVIEW OF AGENCY ACTION PURSUANT TO CHAPTER 120, FLORIDA STATUTES, AND TO THE REVIEW OF SUCH ACTIONS UNDER OTHER UNIVERSITY PROCEDURES WHICH MAY BE AVAILABLE TO ADDRESS THE MATTERS RAISED IN THIS GRIEVANCE.

Signature of Grievant

(Grievant must sign if grievance is to be processed).

This grievance was electronically filed with the Office of General Counsel (ogc@floridapoly.edu) on _____.

DATE OF RECEIPT BY OFFICE OF GENERAL COUNSEL: _____

For the University



Alex Landback
Chief Negotiator

Date 08/04/2021

For the UFF



Myles Kim
Chief Negotiator

Date 08/04/2021