

**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 and be 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](mailto:DPAEFAX@OER.NY.GOV)