VERMONT LABOR RELATIONS BOARD

GRIEVANCE

**Description:** *The Board has jurisdiction to resolve employee grievances under the State Employees Labor Relations Act. The Board has exclusive jurisdiction to hear and make final determination on the grievance of State employees, State Colleges employees and University of Vermont employees. For more information click on the “Grievances” link located on our home page.*

**Instructions:***Submit the Grievance to the Vermont Labor Relations Board (Mailing address: 6 Baldwin Street, Suite 307, Montpelier, Vermont 05633-6101, or by email to* [*Judith.Dillon@vermont.gov*](mailto:Judith.Dillon@vermont.gov)*, or* [*VLRB.Info@vermont.gov*](mailto:VLRB.Info@vermont.gov)*). You must also provide the Employer with a copy of the Grievance, and provide the Board with Proof of Service.*

1. Provide the full name and address of the person filing the grievance.

2. Provide the full name and address of the employer.

3. State the pertinent section or sections of the collective bargaining agreement, if applicable, or the pertinent rule(s) or regulation(s) which are alleged to be violated.

4. Provide a concise statement of the nature of the grievance, including the facts and circumstances concerning and giving rise to the grievance and provide the dates of matters leading to the grievance. (If this space is insufficient, you may continue or provide your statement on a separate sheet of paper, attaching it to the grievance).

5. Identify any remedy requested.

Dated this \_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_, at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
(Signature of grievant or representative) (Title, if any)

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
Telephone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_