

## Reduce Grievance Errors: 4 Checkpoints for Filling out the Appeal and Preparation Sheet

Appendix O

### APPEAL AND PREPARATION SHEET

**Point 1:** It is important that you mail this form and needed documents to the staff representative and the OCSEA Office of General Counsel (OGC) on the same day you mail the appeal **along with the grievance form** to the Office of Collective Bargaining.

Step 4 Grievance Designee  
Office of Collective Bargaining  
100 E. Broad Street-14<sup>th</sup> Floor  
Columbus, Ohio 43215

Grievant Name: \_\_\_\_\_  
Grievance #: \_\_\_\_\_  
Chapter Name/ #: \_\_\_\_\_  
Agency/Work Location: \_\_\_\_\_

- Removal  
 Issue (Contract Interpretation)  Suspension (# of days \_\_\_\_\_)

**IF STEP 3 RESPONSE WAS NOT RECEIVED:**

- Step 3 Response was due on \_\_\_/\_\_\_/\_\_\_ but was not received. The Union requests a Step 4 meeting.

Date the Appeal was mailed to Step 4 \_\_\_/\_\_\_/\_\_\_ Staff Rep: \_\_\_\_\_

This letter is to inform you that we are appealing the above captioned grievance to Step 4 of the grievance procedure pursuant to Article 25.02 of the labor agreement between the State of Ohio and OCSEA AFSCME, Local 11, AFL-CIO.

Please send correspondence to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PART A (PLEASE FILL OUT THESE BLANKS)**

**Point 2:** It is important that you fill out all blanks on the Appeal and Preparation sheet, including the grievant's last 4 digits of their social security number, date of the Step 3 meeting, date the Step 3 response was due, whether or not there was a mutual agreement regarding timeline extension.

Step 3 Meeting Date: \_\_\_/\_\_\_/\_\_\_ Step 3 Decision Due: \_\_\_/\_\_\_/\_\_\_ Step 3 Decision Received: \_\_\_/\_\_\_/\_\_\_

Primary Article grieved: Key Article ( ) 2<sup>nd</sup> Art. ( ) 3<sup>rd</sup> Art. ( ) 4<sup>th</sup> Art. ( )

Brief Statement of Grievance: \_\_\_\_\_  
\_\_\_\_\_

Please state your opinion as to the strengths and weaknesses of this grievance: \_\_\_\_\_  
\_\_\_\_\_

**PART B**

Is there a timeliness issue? If so, please explain in detail what was mutually agreed to and attach any written extension agreed to: \_\_\_\_\_  
\_\_\_\_\_

**PART C**

**Point 3:** When filling in the primary articles grieved, it is important that you list all article sections that apply to this grievance.

The following information must be attached:

- ✓ Grievance Form (Must be attached with all copies)
- ✓ Step 3 Decision
- ✓ Applicable Work Rules
- ✓ Witness Fact Sheets
- ✓ Job Specifications Relating to Work Dispute
- ✓ Vacancy Postings in Dispute
- ✓ Copies of Written Agreements to extend time limits
- ✓ Any other Applicable Documents

Preparers Name: \_\_\_\_\_ Grievant Name: \_\_\_\_\_  
Last 4 digits of Soc. Sec.#: \_\_\_\_\_ Last 4 digits of Soc. Sec. #: \_\_\_\_\_  
Title: \_\_\_\_\_ Address: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: (\_\_\_\_) Home: \_\_\_\_\_ Work: \_\_\_\_\_  
Phone: (\_\_\_\_) Home: \_\_\_\_\_ Work: \_\_\_\_\_ Date this Prep sheet was completed: \_\_\_/\_\_\_/\_\_\_

**SEND WHITE COPY TO OCSEA OFFICE OF GENERAL COUNSEL; YELLOW COPY TO CHAPTER; GREEN COPY TO STAFF REPRESENTATIVE.**

**Point 4:** If a mutual agreement to extend the timelines exists, please make sure that you state that on the Appeal and Preparation Sheet and attach a copy of the written agreement. (See Appendix D)

Remember to read the full instructions on the Appeal and Preparation sheet before mailing.