

**STEP 2 GRIEVANCE
REQUEST FOR REVIEW OF STEP 1 DECISION**

GRIEVANT

STEP 1 GRIEVANCE REPRESENTATIVE

NAME: _____

NAME: _____

UNIVERSITY: _____

MAILING ADDRESS: _____

COLLEGE: _____

DEPT: _____

OFFICE PHONE: _____

OFFICE PHONE: _____

DATE OF STEP 1 DECISION: _____

Article(s) and Sections(s) of Agreement allegedly violated (as specified at Step 1):

I hereby request that the Provost or representative review the attached decision made in connection with the attached grievance because:

Remedy Sought (if initial filing is at Step 2):

Grievant's representative received the decision on _____

Grievant filed this request for review with the Provost's Office on _____, by
(check one): mail (certified or registered, restricted delivery,
return receipt requested) _____; personal delivery _____; other (specify) _____.

DATE OF RECEIPT BY DEAN OF FACULTIES OFFICE: _____

Signature of Grievant

I am represented in this grievance by (check one - representative should sign on appropriate line):

_____ UFF _____
_____ Legal Counsel _____
_____ Myself _____

A copy of the following documents must be attached to this Request at the time of its filing with the Provost or representative:

1. Appendix C - Original grievance form filed with the University, including evidence of prior request for facilitated informal resolution and any other attachments.
2. Step 1 Decision, if issued by University.
3. All attachments to Step 1 Decision, as required in Section 20.8, Grievance Procedure.

This request should be sent to the following address, or the Provost's designated representative:

OFFICE OF PROVOST
Florida State University
212 Westcott Building
Tallahassee, Florida 32306

The Step 2 decision shall be transmitted to Grievant's Step 2 Representative (if Grievant is represented by UFF, the decision will be sent to the UFF State Office) by personal delivery with written documentation of receipt or by certified mail, return receipt requested. Copies of this decision shall be sent to Grievant and the President's Representative for Contract Administration, and to the UFF if grievant elected self-representation or representation by legal counsel.