

Contract Ratification Complaint Procedure

Complaints alleging violation of the administrative procedure of contract ratification must be filed within ten (10) working days of the counting of the ballots of the ratification.

The complaint must contain the specifics of the alleged violation including:

- date,
- time,
- place,
- persons involved and
- circumstances alleged.

The complainant must include his/her:

- name,
- address,
- CSEA ID number and
- phone number.

The complaint must be filed in writing with the General Counsel, CSEA, 143 Washington Avenue, Albany, NY 12210. Within ten (10) working days of receipt, the complaint will be referred to the appropriate Region Director, with a copy to the Region President, for investigation.

The Region Director will request an investigatory report from the assigned LRS to be completed within 30 days of the request. The Region Director will also notify the complainant at this time that his/her complaint is being investigated and that any further relevant details must be submitted, in writing, within 30 days to the Region Director.

Upon receipt of the necessary reports and input, the Region Director will make a recommendation concerning the disposition of the complaint and will forward the recommendation and reports to the General Counsel within 10 days.

After a review of the documents and additional input, if required, the General Counsel will render a decision within 10 days as to whether or not the administrative procedure for contract ratification was violated. Copies will be forwarded to the CSEA President, Region President, Region Director and complainant.

Remedy

The only options available under this procedure should a violation be found are that the violations were outcome determinative or that the violations were not outcome determinative. If the violations are deemed outcome determinative, the ratification vote must be done again. If the violations are not deemed outcome determinative, the ratification results stand.

The General Counsel may extend time limits, should it be required for further investigation at any level.