

STATE OF NEW YORK - UNIFIED COURT SYSTEM

25 Beaver Street
New York, New York 10004

REQUEST FOR REVIEW OF OUT-OF-TITLE WORK GRIEVANCE

TO THE GRIEVANT: Answer all questions on Pages 1 and 2. Answers should be clear, concise and detailed. Describe the duties as you perform them and answer the questions as they relate to your job. Do not use the title standard as a source for the answers to these questions.

TO THE CHIEF CLERK OR AGENCY HEAD: Answer all questions on Page 3 or designate the individual who supervises this incumbent to do so. You will be asked to state whether you feel this grievance should be granted or denied. Your answers should indicate the reasons for your decision. You must also attach an organization chart of your unit as described on Page 3.

DEFINITIONS: The terms defined below should be used to answer Questions 10 and 15 (Nature of Supervision).

Immediate Supervision: Follow definite procedures and work under close and constant supervision with little independence of action or possibility for making decisions.

General Supervision: Receive general instructions and refer only problems of unusual nature to supervisor. Employees use experience, judgment and discretion in planning the details of work.

General Direction: Receive advice or instruction only on matters of broad policy and coordination, long-range planning, etc. Plan and organize the details of work and decide methods to be used without detailed oversight.

Administrative Direction: Make own plans and programs and is held responsible only for results.

*FOLLOW INSTRUCTIONS CAREFULLY SINCE IT WILL BE NECESSARY
TO RETURN IMPROPERLY PREPARED FORMS FOR REVISION.*

STATE OF NEW YORK - UNIFIED COURT SYSTEM

REQUEST FOR REVIEW OF
OUT-OF-TITLE WORK GRIEVANCES

TO BE COMPLETED BY GRIEVANT
(Please Print or Type)

1.	_____	_____	_____	2.	_____
	Last Name	First Name	Initial		Line No.

	Social Security Number				
3.	_____			4.	_____
	Court or Agency				Section, Unit or Part (Specify)
5.	_____			6.	_____
	Work Address (Include Building and Room)				Supervisor's Name and Title
	_____				_____
7.	_____	_____			_____
	Present Title	Salary Grade			Jurisdictional Classification
8.	_____	_____			_____
	Requested Title	Salary Grade			Jurisdictional Classification
9.	Hours of Work: Total Per Week:				
	_____ Daily _____ a.m./p.m. to _____ a.m./p.m.				
10.	Indicate Below Those Positions Which You Supervise:				
	Title of Position or Name of Unit	Name of Incumbent or Unit Head		Nature of Supervision (See Instructions)	
	_____	_____		_____	
	_____	_____		_____	
	_____	_____		_____	

11. Indicate Below Those Positions Which You Believe Perform the Same Kind and Level of Work as You Perform:

Title	Location	Name of Incumbent
_____	_____	_____
_____	_____	_____
_____	_____	_____

12. DESCRIPTION OF DUTIES: Describe your work in sufficient detail to give a clear work picture of your job. *Describe your duties in order of importance.* Use separate paragraphs for each kind of work. The duties should be described as performed by you and not be abstracted from the title standard. You should indicate WHAT is done, TO WHOM or TO WHAT, HOW, and for what PURPOSE. (For example, accepts and examines court documents, such as Notes of Issue, motions, orders, order framing issue, and petitions, applications, subpoena duces tecum, etc., to ensure their accuracy, completeness, and legal sufficiency in accordance with applicable rules and statutes.) Be specific and as detailed as possible. In the column at the left, estimate the percentage of total working time devoted to each duty. Attach additional sheets as necessary.

Per Cent Description of Duties

13. Give the reasons for believing that the salary grade or jurisdictional classification requested in Question No. 8 is more appropriate than your present salary grade or jurisdictional class.

14. I affirm that the information supplied in this request is correct and complete to the best of my knowledge.

(Date)

(Signature of Applicant)

TO BE COMPLETED BY CHIEF CLERK OR DESIGNEE

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- (1) Complete all questions in this section, giving reasons for your answers in as much detail as possible.
- (2) Attach an organization chart of the unit to which this position is assigned; this chart should show titles of all positions in the unit with a brief description of the functions (i.e., intake; docketing; security) of each position or group of positions; the incumbent's position should be designated by an asterisk (*) and your position should be designated by two asterisks (**). The chart should also show the relationship of this unit to the rest of the court or agency. Attach additional sheets as necessary.
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15. From the instructions (attached) select the appropriate degree of supervision you exercise over this position. Include examples to support your selection.
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16. How long have the current duties been assigned to this position? Why were these duties assigned to this position? What is the title of the position that performed these duties previously?
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17. How do the duties and responsibilities of this position differ from similarly situated positions under your supervision? Why do you feel these differences justify this grievance?
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18. Do you supervise other positions in the title being requested? ___ Yes ___ No. If yes, could the higher level duties indicate justification that this request be reassigned to other positions in an appropriate title? Describe any other actions which you considered as an alternative to assigning these higher level duties to this position and the reason(s) for rejecting these alternatives.
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19. Do you support this grievance? Why?
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20. I HAVE EXAMINED THE INFORMATION PROVIDED BY THE APPLICANT AND HAVE NO CORRECTIONS, ADDITIONS OR COMMENTS AS HERE STATED OR ATTACHED. I AM SATISFIED TO HAVE THE GRIEVANCE REVIEWED ON THE BASIS OF THE INFORMATION GIVEN.

Date: _____

Supervisor's Name (Print)

Signature

Title