

SITE REP LEVEL ONE GRIEVANCE PROCESSING FORM

11.4.1 Level One. Within twenty (20) days after the occurrence of the act or omission giving rise to the grievance, the grievant will discuss the grievance with their immediate supervisor, with the objective of resolving the matter informally. If not resolved, grievant may seek the advice of the designated Grievance Representative.

Grievant (member initiating grievance): _____

Site Rep (if different): _____

Violation of which article(s) in the contract (number(s)): _____

How was the article violated (brief description)?

What date(s) were the article(s) violated? _____

Possible remedies to the grievance:

(see over)

Meeting with site admin set for: Date _____ Time: _____

Notes/Outcome of the meeting with site admin:

Was the grievance settled at Level One? YES NO

If NO, please contact Lisa Cusi at Jepson and/or Dawn Kelly at Alamo to work on a Level Two Grievance, if desired.

11.4.2 Level Two. If the grievant is not satisfied with the disposition of the grievance at Level One they may file the grievance, in writing, simultaneously with the president of the Association and the Assistant Superintendent of Human Resources within ten (10) days after the disposition of the grievance at Level One. Within ten (10) days after receipt of the written grievance by the Assistant Superintendent of Human Resources, the Assistant Superintendent of Human Resources will meet with the grievant and a representative of the Association in an effort to resolve it and will submit a written decision to the grievant within ten (10) days of said meeting.