



### APPENDIX E: LEVEL I GRIEVANCE FORM

- 1. Grievant: \_\_\_\_\_
- 2. Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_
- 3. Work Site: \_\_\_\_\_ Work Phone: \_\_\_\_\_
- 4. Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_
- 5. Employee Representative: \_\_\_\_\_ Phone: \_\_\_\_\_
- 6. Date Incident(s) Occurred: \_\_\_\_\_
- 7. Brief Statement of Incident(s): \_\_\_\_\_

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- 8. Contract Provisions Violated, Misapplied, or Misinterpreted: \_\_\_\_\_

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- 9. Specific Remedy Sought: \_\_\_\_\_

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|---|-------------|-------|
| 10. A conference is requested with the District | YES         | NO    |
| Designee: _____                                 | _____       | _____ |
| Grievant's Signature: _____                     | Date: _____ | _____ |
| Received by District                            | Date: _____ | _____ |
| Designee: _____                                 | _____       | _____ |

Grievance Tracking Form Attached

Notes:



### Grievance Tracking Form

Grievant Name: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Date of Informal Grievance Meeting: \_\_\_\_\_

Description of Issue: \_\_\_\_\_

Outcome of Meeting: \_\_\_\_\_

Grievant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Level I (Attach Grievance Form) Supervisor's Decision: \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Level II Appeal (Attach Grievance Form, CSEA Response Level I) Date Received: \_\_\_\_\_

Manager's Decision: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Level III or IV Appeal (Attach Grievance Form and CSEA Response to Level II) Date Received: \_\_\_\_\_

Decision: \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Level V Appeal: Arbitration (Attach Grievance Form and CSEA Response to Level III/IV) Attach Arbitrator's Recommendation(s) Date of Hearing: \_\_\_\_\_

Alternate Level V Appeal: Mediation (Attach Grievance Form and CSEA Response to Level III/IV)

Attach Recommendation(s) Date of Mediation: \_\_\_\_\_

Final Review by the Board of Trustees Meeting Date: \_\_\_\_\_



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Attach Board of Trustee's Decision

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Notes: