

CLASSIFIED PERSONNEL
GRIEVANCE PROCESS AND PROCEDURE TRACKING FORM

Grievance Number _____

Employee's (Grievant) Name: _____

Classification Title: _____

Division/Office: _____

Name of Immediate Supervisor: _____

LEVEL I

- I. Date Alleged Violation Occurred: _____
- II. Date Initial Consultation With Immediate Supervisor Occurred: _____
- III. Date Supervisor's Written Response Was Provided To Grievant: _____

LEVEL II

- I. Date Level II Grievance Was Presented To The Next Level Of Supervision: _____
- II. Date Level II Grievance Was Sent To The Immediate Supervisor, Grievance Officer and Director, Human Resource Services: _____
- III. Specific Contract Article, Section and Subsection Allegedly Violated: _____

IV. Statement of Circumstances Which Gave Rise To The Grievance:

V. Remedy or Corrective Action Requested:

Grievant's Signature

VI. Date of Level II Administrator Meeting With The Grievant and Their Immediate Supervisor: _____

VII. Delivery Date of Level II Administrator's Written Decision Delivered To Grievant, Grievance Officer and Director, Human Resource Services: _____

VIII. Administrative Response:

Respondent's Signature

LEVEL III

- I. Date Level II Appeal Was Filed With President or Vice Chancellor's Office: _____
II. Reason for Appeal:

Grievant's Signature

- III. Delivery Date of Level III President's/Vice Chancellor's Written Decision
Delivered to Grievant, Grievance Officer and Director, Human Resource Services: _____

IV. Administrative Response:

Respondent's Signature

LEVEL IV

- I. Date Level III Decision Was Filed With Chancellor: _____
II. Reason for Appeal:

Grievant's Signature

III. Delivery Date Level IV Decision was Communicated to Grievant,
Immediate Supervisor, Level II Administrator, President/Vice Chancellor,
Grievance Officer, Human Resource Director and the Union: _____

Administrative Response:

Respondent's Signature

LEVEL V

I. Date Level IV Decision Was Submitted For Arbitration To The
Director of Human Resources: _____

II. Date Arbitration Report Was Filed With The District and Union: _____

Distribution: Level I: Informal

Level II: Grievant

Grievance Officer
Grievant's Immediate Supervisor
Director, Human Resource Services

Level III: President or Vice-Chancellor

Grievant
Grievance Officer
Director, Human Resource Services

Level IV: Chancellor

President or Vice-Chancellor
Grievant's Immediate Supervisor
Grievant
Grievance Officer
Level II Administrator
SEIU Field Representative