

APPENDIX F - GRIEVANCE FORM (1 of 2)

**MENIFEE UNION SCHOOL
DISTRICT CERTIFICATED
GRIEVANCE FORM
WRITTEN FORMAL PROCESS
(ARTICLE 18: GRIEVANCE PROCEDURE)**

GRIEVANT NAME _____ WORK SITE _____ POSITION _____ MTA Rep _____

Alleged Violation of Articles and/or Sections #

Resolution or Remedy Sought:

BEFORE FILING A WRITTEN GRIEVANCE, THE GRIEVANT SHALL ATTEMPT TO RESOLVE IT BY AN INFORMAL CONFERENCE WITH THE IMMEDIATE SUPERVISOR. IF THE GRIEVANCE IS NOT RESOLVED TO THE SATISFACTION OF THE UNIT MEMBER WITHIN FIVE DAYS, THE EMPLOYEE MAY PROCEED TO THE FORMAL PROCESS.

LEVEL 1 Date: _____ Immediate Supervisor _____

Date of Occurrence: _____ Date Discussed Informally with Supervisor: _____

Facts Establishing Grievance: _____

Remedy Sought: _____

Date Copy Given To Immediate Supervisor: _____ Supervisor's Signature _____

18.4.1 Before filing a written formal grievance commencing Level two, the grievant shall make a good faith effort to resolve the grievance with the immediate supervisor.

LEVEL 2 Date : _____ District Administrator: _____

Date Grievance Received: _____ Date Employee Given Decision: _____

Administrator's Signature: _____

District Administrator's Written Decision: _____

18.4.2 If the grievance is not resolved through informal discussion with the immediate supervisor pursuant to Level One, the grievant must file with the building Site Administrator a written grievance on the grievance form within a five(5) day time limitation. Within five (5) days after receipt of the written grievance, the site administrator and the grievant shall meet to discuss the grievance and attempt to arrive at a mutually satisfactory solution. Within five (5) days of this meeting, the Site Administrator shall issue a decision in writing to the grievant and the Association.

APPENDIX F - GRIEVANCE FORM (2 of 2)

LEVEL 3 Date : _____ District Administrator _____

Date Grievance Received _____ Date Employee Given Decision _____

Superintendent or Designee's Signature _____

Reasons for Appeal: _____

Superintendent or Designee's Decision: _____

18.4.3 The decision rendered may be appealed to the Superintendent within five (5) days after the receipt of the level 2. The Superintendent or designee shall set a time to meet within ten (10) days after receipt of the appeal. Within ten (10) days, after the meeting, the Superintendent or designee shall issue a decision in writing to the grievant and the Association.

LEVEL 4 Mediation Date: _____ Mediator: _____

Date of Execution of Written Agreement: _____

18.4.4 After ten (10) days of the receipt of the written response the Association shall appeal in writing for the grievance to be submitted to mediation.

LEVEL 5 Date of Binding Arbitration: _____ Arbitrator: _____

18.4.5 If the Grievance not solved at a level 4, the Association may appeal in writing within ten (10) days of the completion of the mediation, for the grievance to be submitted to arbitration.