



# OXNARD SCHOOL DISTRICT

1051 South "A" Street • Oxnard, California 93030 • 805/385-1501

## OXNARD SUPPORTIVE SERVICES ASSOCIATION (OSSA)

### LEVEL 1: DISTRICT ADMINISTRATOR GRIEVANCE RESPONSE

1. NAME OF GRIEVANT \_\_\_\_\_
2. DATE GRIEVANCE FILED \_\_\_\_\_
3. STATEMENT OF GRIEVANCE (Include contract provision(s) allegedly violated).  
GRIEVANT ALLEGES: \_\_\_\_\_  
\_\_\_\_\_
4. GRIEVANCE DENIED  (Summarize reasons) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. GRIEVANCE SUSTAINED  \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. IF GRIEVANCE SUSTAINED, STATE REMEDY \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. WAS THERE A PERSONAL CONFERENCE? YES  DATE \_\_\_\_\_  
PERSONS PRESENT: \_\_\_\_\_  
IF NO, INDICATE REASON \_\_\_\_\_  
\_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Distribution:  Assistant Superintendent, HR  Grievant  Supervisor/District Administrator  OSSA President