

NATOMAS UNIFIED SCHOOL DISTRICT
Natomas Teachers Association

Grievance Form
Formal Level - Step 1 (Site Level)
(To be completed if not satisfied with Step 0 decision)

Today's Date: _____ Work Site: _____

Employee Name: _____

NTA Contract Article III - Grievance Procedures N.1

A grievant may submit the grievance in-person to the immediate administrator or their designee, or in writing (i.e. certified mail or electronic mail) to the contact designated by Human Resources to promote timely receipt by the immediate administrator, within twenty (20) days after the violation, misinterpretation, or misapplication of the provisions of this agreement, after the grievant knew, or reasonably should have known, of the circumstances which form the basis for the grievance.

Date grievance occurred (or was discovered): _____

Date of Step 0 (Informal conference with the immediate administrator): _____

1. Concise statement of the grievance:

Describe the specific grounds of your grievance including names, dates, places, and other information necessary for a complete understanding of the grievance.

2. Specific section or sections of the agreement violated:

List the article(s) and section(s) of the agreement, which are alleged to have been violated or misapplied.

3. List the reason(s) why the immediate administrator's proposed resolution to the problem is unacceptable:

4. List the specific action(s) you request of the public school employer to remedy your grievance.

5. The immediate administrator shall communicate a decision to the grievant in writing and attach it to this form within ten (10) days after receiving the formal grievance.

Grievant's Signature: _____

Date of Submittal: _____

Time of Submittal: _____

Submitted:

- In person
- Via Email to hr@natomasunified.org

Signed as Received by the Administrator: _____

NATOMAS UNIFIED SCHOOL DISTRICT
Natomas Teachers Association

Grievance Form
Formal Level - Step 2 (District Level)
(To be completed if not satisfied with Step 1 decision)

Attach copy of Step 1 form & response/decisions rendered by immediate administrator

Today's Date: _____ Work Site: _____

Employee Name: _____

NT A Contract Article III - Grievance Procedures O.1

If the grievant is not satisfied with the decision at Step 1, or if no written decision has been rendered within ten (10) days, then within ten (10) days of the receipt of the decision, or upon the termination date of the decision deadline, a written appeal on the appropriate form may be made to the Superintendent or his designee after filing with the District grievance officer (via the NTA Grievance Chair).

Date grievance occurred (or was discovered): _____

Date of Step 0 (Informal conference with the immediate administrator): _____

Date of Step 1 (Submitted to immediate administrator): _____

Date of Step 1 meeting with immediate administrator: _____

Date Step 1 response/decision received from immediate administrator: _____

Date filed with District grievance officer (via NTA Grievance Chair): _____

1. Concise statement of the reasons for the appeal:

List the reason(s) why the immediate administrator's proposed resolution to the problem is unacceptable.

2. The Superintendent or designee shall render a written decision and attach it to this form within ten (10) days after receiving the appeal. Either the grievant or the Superintendent or designee may request a personal conference within the above time limits

Grievant's Signature: _____

NATOMAS UNIFIED SCHOOL DISTRICT
Natomas Teachers Association

Grievance Form
Formal Level - Step 3 (Mediation)
(To be completed if not satisfied with Step 2 decision)

- Per NTA Contract, approval required from NTA to proceed with Step 3/Mediation
- Attach copy of Step 1 form & response/decisions rendered by immediate administrator
- Attach copy of Step 2 form & response/decisions rendered by Superintendent or designee

Today's Date: _____ Work Site: _____

Employee Name: _____

<input type="checkbox"/> Approved for Mediation	<input type="checkbox"/> Not Approved for Mediation
_____ President, Natomas Teachers Association	

Date grievance occurred (or was discovered): _____

Date of Step 0 (Informal conference with the immediate administrator): _____

Date of Step 1 (Submitted to immediate administrator): _____

Date of Step 1 meeting with immediate administrator: _____

Date Step 1 response/decision received from immediate administrator: _____

Date filed with District grievance officer (via NTA Grievance Chair): _____

Date of Step 2 (Written appeal to the Superintendent or designee): _____

Date Step 2 response/decision received from Superintendent or designee: _____

Date NTA approved proceeding to mediation: _____

1. I am appealing the disposition of my grievance to the Natomas Teachers Association for mediation because the disposition by the Superintendent or designee is unacceptable to me for the following reason(s):

NTA Contract Article III, Grievance Procedures P.1-5

If the grievant and/or the NTA are not satisfied with the decision, or if no decision has occurred pursuant to the provisions of Step 2, the grievance may be referred to a mediator from the State Mediation and Conciliation Service (SMCS).

If either the District or the NTA elects to go to mediation, the party so electing must notify the other party in writing within fifteen (15) days following the Step 2 decision. Both the NTA and the District agree to participate in the process in good faith in an attempt to reach an equitable resolution.

Either the District or the NTA may contact SMCS for the assignment of the mediator. A meeting will be scheduled as soon as calendars can be arranged.

If the NTA and the District mutually agree, they may use an alternative to the SMCS.

Other than the costs for a mediator, which are to be borne equally, each party shall pay its own costs.

_____ Date SMCS contacted

_____ Date of scheduled mediation

Grievant's Signature: _____

NATOMAS UNIFIED SCHOOL DISTRICT
Natomas Teachers Association

Grievance Form
Formal Level - Step 4 (Arbitration)
(To be completed if grievance not settled at Step 3)

- Attach copy of Step 1 form & response/decisions rendered by immediate administrator
- Attach copy of Step 2 form & response/decisions rendered by Superintendent or designee
- Attach copy of Step 3 form & response/decisions rendered by mediator

Today's Date: _____ Work Site: _____

Employee Name: _____

<input type="checkbox"/> Approved for Arbitration	<input type="checkbox"/> Not Approved for Arbitration
_____ President, Natomas Teachers Association	

Date grievance occurred (or was discovered): _____

Date of Step 0 (Informal conference with the immediate administrator): _____

Date of Step 1 (Submitted to immediate administrator): _____

Date of Step 1 meeting with immediate administrator: _____

Date Step 1 response/decision received from immediate administrator: _____

Date filed with District grievance officer (via NTA Grievance Chair): _____

Date of Step 2 (Written appeal to the Superintendent or designee): _____

Date Step 2 response/decision received from Superintendent or designee: _____

Date Step 3 (Written appeal for mediation): _____

Date Step 3 response/decision received from mediator: _____

1. I am appealing the disposition of my grievance to the Natomas Teachers Association for arbitration because the disposition by the mediator is unacceptable to me for the following reason(s):

For Step guidelines, please refer to:
NTA Contract Article III, Grievance Procedures Q.1-9

_____ Date SMCS contacted

_____ Date of scheduled arbitration

Grievant's Signature: _____