

CBA GRIEVANCE FORM-S1

STATEMENT OF GRIEVANCE- STEP 1

*To be presented to Human Resources by Union within 15 working days of concern giving rise to grievance.

Please type or print all information.

Name of Grievant: _____

Phone: _____ Email: _____

School/Department: _____

Position: _____

Bargaining Unit:

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Licensed Employees

Education Support Professionals

Immediate Supervisor's Name and Position: _____

Grievant's Representative: _____

Date(s) of alleged violation or interpretation of provision(s): _____

1. Statement of disputed matter:

2. Agreement term(s) alleged to be misinterpreted or misapplied:

3. Remedy sought:

Grievant's Signature: _____ Date Signed: _____

Representative's Signature: _____ Date Signed: _____

**Working days*: Days that the School Board Office is open and 12-month employees report to work.

CBA GRIEVANCE FORM-S1M

NOTIFICATION OF RECEIPT OF GRIEVANCE AND MEETING

*To be presented to Grievant and Union by Supervisor within 10 working days of grievance filing with Human Resources, meeting to be held within 20 working days of filing grievance with Human Resources.

Name of Grievant: _____

Date of Grievance Filing in HR: _____

A meeting to discuss the issues stated on CBA-S1 will be held on _____

at _____, to be held at _____.

Supervisor's Signature: _____ Date Signed: _____

*Deadlines may be extended by mutual agreement of the parties to the grievance. *Working days:* Days that the School Board Office is open and 12-month employees report to work.

CBA GRIEVANCE FORM S1R

SUPERVISOR'S RESPONSE

*To be presented to Grievant, Human Resources, and Union within 10 working days of Step 1 meeting.

Please type or print all information.

Name of Grievant: _____

Date Grievance Filed in HR: _____

Date of Meeting: _____

Supervisor's Response:

Supervisor's Signature: _____ Date Signed: _____

*Deadlines may be extended by mutual agreement of the parties to the grievance. *Working days*: Days that the School Board Office is open and 12-month employees report to work.

CBA GRIEVANCE FORM S2

GRIEVANT'S STEP 2 APPEAL TO CHIEF HUMAN RESOURCES OFFICER/DESIGNEE

*To be presented to Human Resources by Union within 10 working days of issuance of Supervisor's Step 1 response (Form S1R).

Date of Supervisor's Response: _____

Grievant's Representative: _____

I hereby appeal this response to Step 2, CHRO review. I, the Grievant, disagree with the Supervisor's Response because:

Grievant's Signature: _____ Date Signed: _____

Representative's Signature: _____ Date Signed: _____

*Deadlines may be extended by mutual agreement of the parties to the grievance. *Working days*: Days that the School Board Office is open and 12-month employees report to work.

GRIEVANCE FORM S2M

NOTIFICATION OF RECEIPT OF STEP 2 GRIEVANCE AND MEETING

*To be presented to Grievant and Union by Human Resources within 10 working days of receiving appeal, meeting to be held within 20 working days of receipt of Step 2 appeal.

Name of Grievant: _____

Date Appeal Received: _____

A meeting to discuss the issues stated on GBM-S2 will be held on _____

at _____, to be held at _____.

CHRO/Designee's Signature: _____ Date Signed: _____

*Deadlines may be extended by mutual agreement of the parties to the grievance. *Working days:* Days that the School Board Office is open and 12-month employees report to work.

GRIEVANCE FORM S2R

HUMAN RESOURCES RESPONSE

*To be presented to Grievant and Union within 20 working days of Step 2 appeal meeting.

Please print all information.

Name of Grievant: _____

Date Appeal Received: _____ Date of Meeting: _____

Decision of CHRO/Designee:

CHRO/Designee's Signature: _____ Date Signed: _____

*Deadlines may be extended by mutual agreement of the parties to the grievance. *Working days*: Days that the School Board Office is open and 12-month employees report to work.

CBA GRIEVANCE FORM S3

UNION'S STEP 3 DEMAND FOR ARBITRATION

*To be presented to Human Resources by Union within 30 working days of issuance of Step 2 response (Form S2R).

Date of CHRO/Designee's Response: _____

Name of Grievant: _____

Union Representative: _____

I hereby appeal this response to Step 3, Arbitration. The Union disagrees with the CHRO/Designee's Response because:

Representative's Signature: _____ Date Signed: _____

*Deadlines may be extended by mutual agreement of the parties to the grievance. *Working days*: Days that the School Board Office is open and 12-month employees report to work.