

**Vallejo City Unified School District
Grievance Submittal Form**

Name of Unit Member

School/Department

Date Submitted

Instructions: A unit member who believes that “he/she has been adversely affected by the interpretation, application or violation” of the agreement between the District and VEA must (1) cite the specific article(s) upon which the grievance is based and (2) forward this form within twenty (20) days, when properly completed, to the appropriate manager. The unit member is entitled to the assistance of a conference at all levels of a Grievance.

Level 1

A. Alleged Violation

Article:

Section(s):

B. Statement of Grievance (By Unit Member)

C. Action Requested (By Unit Member)

I presented this grievance to my immediate manager on _____
Date

Signature of Unit Member _____

Grievance Review by Immediate Manager

Date Received

Signature of Immediate Manager

Date Returned to Unit Member

Level II

A. To Unit Member: If you agree with the action of the manager, no further action is required on your part.

If you do not agree, sign and date here and send the form to Human Resources within ten (10) days, along with any additional information you have which you feel has not been considered. Make a copy and have the original and your copy date stamped. Keep the date stamped copy for your files.

Signature of Unit Member

Date Submitted to HR

B. _____
Grievance Review by Chief of HR

Date Received

C. The Chief of Human Resources will confer with the grievant within ten (10) days.

D. The Superintendent/Designee will send the written decision to the grievant within fifteen (15) days of the conference. The decision is to be attached to this form.

Level III – Grievance Panel

If either party is unable to reach a mutually satisfactory accord in Level II, he/she has fifteen (15) working days to request in writing that the grievance will be scheduled for a Grievance Panel as defined in Article 17, Section 5. The grievance panel will convene within thirty (30) working days of receipt of the timely request for the Grievance panel. The decision of the Grievance Panel is advisory only. The Grievance Panel will send the written decision within two (2) days.

Level IV – Binding Arbitration

To Unit Member: if you agree with the action of the Grievance Panel, no further action is required on your part.

If you do not agree, sign, date and send the Grievance information to the VEA Grievance Committee within 5 days.

Signature of Unit Member

Date