SAN JOSE/EVERGREEN COMMUNITY COLLEGE DISTRICT  
AND  
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION CHAPTER 363  
Level II - Administrator

Instructions: If the grievant is not satisfied with the resolution at Level I, he/she may appeal to the administrator designated as the next level of supervision within 10 working days of receipt of the Level I response. (Ref. Article 18.3)

Attach a copy of Level I response from the immediate supervisor.

Initiation of Level II Grievance

Grievant: _______________________________  Department: _______________________________
Job Title: ______________________________ Work Location: ___________________________ Phone Ext. __________

Date Level I immediate supervisor response received: ________________________________

I am not satisfied with the resolution of Level I grievance and I hereby appeal the decision of my immediate supervisor.

Grievant’s Signature: ____________________________________________  Date: ________________

Distribution: Original appeal to Level II administrator; one copy each to Union and immediate supervisor

Level II - Administrator Response

Instructions: The administrator designated as the next level of supervision has 10 working days to meet the grievant and respond. The union shall be notified and a union representative may be present.

__________________________________________________________  Union representative present at meeting:
Name of Administrator

☐ yes  Name: ________________________________  ☐ No

Meeting Date

Grievance Status (10 working days from date of receiving grievance to respond)

☐ Grievance was resolved at Level II.
☐ Grievance cannot be resolved at Level II based on the following reasons:

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Attach additional pages if needed to explain decision.

Administrator’s Signature: ________________________________  Date: ________________

Distribution: Original Level II grievance response to grievant; a copy each to Union and immediate supervisor.

HRSG/sld/02-28-08