

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.

\_\_\_\_\_  
Name of Administrator

Union representative present at meeting:  
 yes Name: \_\_\_\_\_

\_\_\_\_\_  
Meeting Date

No

**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:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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.*