

SAN JOSE/EVERGREEN COMMUNITY COLLEGE DISTRICT  
AND  
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION CHAPTER 363  
**Level III - Vice Chancellor**

**Instructions:** If the grievant is not satisfied with the resolution at Level II, he/she may appeal to the Vice Chancellor or his/her designee within 10 working days of receiving the Level II response. (Reference Article 18.4)

Attach a copy of Level I and Level II responses.

**Initiation of Level III Grievance**

Grievant: \_\_\_\_\_ Department: \_\_\_\_\_

Job Title: \_\_\_\_\_ Work Location: \_\_\_\_\_ Phone Ext. \_\_\_\_\_

Date Level II administrator response received: \_\_\_\_\_

*I am not satisfied with the resolution of Level II grievance and I hereby appeal the decision of the administrator.*

Grievant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Distribution: Original of Level III appeal to Vice Chancellor; one copy each to Union, immediate supervisor and designated administrator*

**Level III - Vice Chancellor Response**

**Instructions:** The Vice Chancellor has 10 working days to investigate the details of the grievance and may meet with the employee or union if grievance initiated by the union in an attempt to resolve the issue. The Union shall be notified and a union representative may be present at the meeting if one is held.

\_\_\_\_\_  
Name of Vice Chancellor

Union representative present at meeting:

yes Name: \_\_\_\_\_

No

\_\_\_\_\_  
Meeting Date If Held

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

- Grievance was resolved at Level III.
- Grievance cannot be resolved at Level III based on the following reasons:

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

Attach additional pages if needed to explain decision.

Vice Chancellor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Distribution: Original Level III appeal to grievant; a copy each to Union and immediate supervisor.*  
HRSG/sld/2-28-08