

SAN JOSE/EVERGREEN COMMUNITY COLLEGE DISTRICT
AND
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION CHAPTER 363
LEVEL I - INFORMAL GRIEVANCE

Instructions: The grievant may attach any supporting documentation. Any grievance not consistent with the time limits stated herein shall not be processed by the District. (Ref. Article 18.2.1) Grievant has 30 working days after the occurrence of the event giving rise to the grievance or after the grievant should reasonably have known of the event.

Initiation of Informal Grievance

Grievant: _____ Department: _____

Job Title: _____ Work Location: _____ Phone Ext. _____

Date of incident
or discovery: _____ Alleged articles violated: _____

State the circumstances giving rise to the grievance: _____

Remedy Sought: _____

Grievant's Signature _____ Date: _____

Immediate Supervisor Response

Instructions: The immediate supervisor shall meet with the employee; the union shall be notified and a union representative may be present.

Name of Immediate Supervisor

Union representative present at meeting:

yes Name: _____

No

Meeting Date

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

- Grievance was resolved at the informal level.
- Grievance cannot be resolved informally based on the following reasons:

Attach additional pages if needed to explain decision.

Immediate
Supervisor's Signature: _____ Date: _____

Distribution: Original to employee; a copy to Union

HRSG/sld/02.28.08