



Classified Grievance Form

ORIGINAL FORM (no copies please) TO BE PRESENTED TO THE IMMEDIATE SUPERVISOR AFTER THE INFORMAL CONFERENCE.
PLEASE SEE CURRENT CONTRACT FOR DEADLINES.

DATE OF INFORMAL CONFERENCE: _____

STEP 1

SUBMISSION OF GRIEVANCE: All portions of this section must be completed by Grievant.

Employee Name: _____ Work Site: _____

Statement of Grievance: _____

Article/Section of the Agreement allegedly violated: _____

Remedy sought by Grievant: _____

Signature: _____ Date: _____

Upon completion of this section: Grievant shall present original to the immediate Supervisor, copy to Superintendent/Designee, and copy to CSEA, Chapter #450.

IMMEDIATE SUPERVISOR'S RESPONSE: _____

Date Received

Date Responded

Signature

Upon completion of this section: Immediate Supervisor shall retain a copy, original to Grievant, copy to Superintendent/Designee, and copy to CSEA, Chapter #450.



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STEP 2

EMPLOYEE NAME: _____

APPEAL TO THE SUPERINTENDENT/DESIGNEE:

All portions of this section must be completed by the Grievant. A copy of the completed Grievance Form, STEP 1, and the immediate Supervisor's response must be attached.

REASON FOR APPEAL: _____

REMEDY SOUGHT: _____

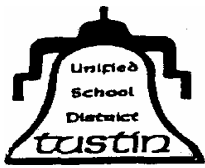
_____ Date _____ Signature

Upon completion of this section: Grievant shall present original and attachments to the Superintendent, Personnel Services, copy retained by Grievant, copy to CSEA, Chapter #450.

SUPERINTENDENT/DESIGNEE DECISION: _____

_____ Date _____ Signature

Upon completion of this section: the Superintendent/Designee shall retain the original and send a copy to the Grievant and CSEA, Chapter #450.



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STEP 3

EMPLOYEE NAME: _____

REQUEST FOR A HEARING BY THE BOARD OF EDUCATION:

This section must be completed by the Grievant. A copy of the Grievance Form, STEP 1, the Immediate Supervisor's Response, and the Decision of the Superintendent/Designee must be attached.

I hereby request that a hearing be conducted to consider the grievance outlined on the attachments.

My representative is: _____

_____ Date _____ Signature

Upon completion of this section: Grievant shall present original and attachments to the Superintendent, Personnel Services, copy retained by Grievant, copy to CSEA, Chapter #450.

REPORT OF THE GRIEVANCE REVIEW PANEL: (Attach a copy of the findings and recommendations)

Date of Hearing: _____

Date of submission of findings and recommendations
to the Superintendent, Personnel Services: _____

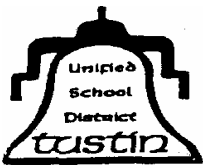
_____ Signature of Chairman, Grievance Review Panel

**Upon completion of this section: the Superintendent shall retain original, copy to Grievant,
copy to Immediate Supervisor of Grievant, copy to CSEA, Chapter #450.**

SUPERINTENDENT'S DECISION: _____

_____ Date _____ Signature

**Upon completion of this section: the Superintendent shall retain the original, copy to Grievant,
copy to Immediate Supervisor of Grievant, copy to CSEA, Chapter #450.**



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STEP 4

EMPLOYEE NAME: _____

This section must be completed by the Grievant. Copies of Grievance Forms, STEPS 1, 2 and 3, and the decisions for each, must be attached.

I hereby request that a grievance outlined on the attachments be reviewed by the Board of Education.

_____ Date

_____ Signature

Upon completion of this section: Grievant shall present original and attachments to the Superintendent, Personnel Services, copy retained by Grievant, copy to CSEA, Chapter #450.

FINAL AND BINDING DECISION OF THE BOARD OF EDUCATION:

(Full findings and decisions shall be attached)

_____ Date

_____ Signature

Upon completion of this section: the Superintendent shall forward the decision of the Board of Education in the meeting Minutes; shall retain the original, shall send a copy to the Grievant, and shall forward copies to the Association and to the Superintendent, Personnel Services.