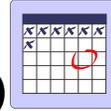




Grievance 101 (Article XV)



Grievance – is any alleged misapplication, misinterpretation or violation of the written agreement (CUSD/CUTA contract)

“Grievant” – is the certificated employee(s) including the CUSD rep making a claim.

“Party of Interest” – is any person against whom action might be taken in order to resolve the claim.

Goal/Purpose: To secure, at the lowest possible administrative level, equitable solutions to grievances which may arise from time to time. Both parties agree that these proceedings will be kept confidential on a need-to-know basis.

When a certificated employee has a grievance, it shall be presented in following timely manner:

Level One – Informal Discussion with the Supervisor (*wise to let an Executive Board member aware of situation*)

- a. **WITHIN 15 WORKDAYS** of the incident, informal discussion to resolve problem. If you are not happy at the end...,make sure to use the words...**“This was our Level One”**

Summary Level 1 - Meet with principal face to face: discuss the problem, the article violated, and the solution **15 WORKDAYS from incident.**

If not happy with Level One discussion-**Move to Level 2 within TEN WORKDAYS of Level 1.**

Level Two – Formal Conference with the Party of Interest (*make sure Executive Board member is aware of situation*)

- a. **WITHIN 10 WORKDAYS** of meeting for Level 1 (which was within 15 workdays of incident) you must submit **IN WRITING** a clear concise statement of the grievance including the specific Article in contract (contract language) upon which the grievance is based.

The following must be listed in writing:

- * A list of persons involved based
- * An outline of actions taken to adjust complaint
- * A list of specific actions which the grievant believes would best remedy grievance
- * The circumstances on which the grievance is based
- * Supporting documents, if desired or available

Summary Level 2 - Submit in writing, WHAT, WHO, WHERE, WHY and RESOLUTION **within 10 WORKDAYS of Level 1**

The ' party of interest ' shall communicate his/her **decision to the grievant. in writing. with 10 workdays after receiving Level 2**

If not happy with Level Two written decision – **Move to Level 3 within TEN WORK DAYS**

Level Three – Appeal to The District Superintendent or Designee (*make sure president is aware of situation*)

- a. **WITHIN 10 WORKDAYS** of receiving the written response to your Level 2, if you are not happy with the District resolution, you can appeal in writing. You must submit all documentation and give the specific reason(s) for not agreeing with the Level 2 remedy.

BIG IDEA of Grievance 101... Communicate, Document and follow the TimeLine

