SAN MARCOS UNFIED SCHOOL DISTRICT CERTIFICATED GRIEVANCE FORM

WRITTEN FORMAL PROCESS

SMUSD MASTER CONTRACT

(RE: ARTICLE XII: GRIEVANCE PROCEDURE, D. FORMAL PROCESS)

BEFORE FILING A WRITTEN GRIEVANCE, THE GRIEVANT SHALL ATTEMPT TO RESOLVE IT BY AN INFORMAL CONFERENCE WITH THE IMMEDIATE SUPERVISOR. IF THE GRIEVANCE IS NOT RESOLVED TO THE SATISFACTION OF THE UNIT MEMBER WITHIN FIVE DAYS, THE EMPLOYEE MAY PROCEED TO THE FORMAL PROCESS.

(SEE SMUSD MASTER CONTRACT FOR ANY DETAILS THAT MAY SUPERSEDE THIS FORM)

NAME:	POSITION:	SITE:
FORMAL PROCESS - LEVEL 1, #1: Emp (SEE MASTER CONTRACT FOR DETAILS ON PRO		occurrence of grievance item.
DATE OF INCIDENT CAUSING GRIEVANCE	: :	
CONTRACT SECTION VIOLATED:		
SPECIFIC CIRCUMSTANCES:		
REMEDY SOUGHT:		
DATE DISCUSSED INFORMALLY WITH SUI	PERVISOR:	
RESULTS OF INFORMAL CONFERENCE:		
EMPLOYEE'S SIGNATURE: DATE COPY GIVEN TO IMMEDIATE SUPE		
DATE COPY GIVEN TO ASSOCIATION PRI	ESIDENT:	
FORMAL PROCESS, LEVEL 1, #2: IMMEDIATE SUPERVISOR'S WRITTEN DECISION (SEE MASTER CONTRACT FOR DETAILS ON PRO		ECEIPT OF GRIEVANCE FORM
IMMEDIATE SUPERVISOR'S WRITTEN DEC	ISION:	IMMEDIATE SUPERVISOR'S USE ONLY:
		DATE:
		DATE GRIEVANCE REC'D:
		DATE EMPLOYEE
		GIVEN DECISION:
		SUPERVISOR'S SIGNATURE
		SUPERVISOR'S TITLE
I ACCEPT THE DECISION IN LEVEL 1	EMPLOYEE SIGNATURE:	DATE:

FORMAL PROCESS, LEVEL 2 – APPEAL TO SUPERINTENDENT

EMPLOYEE TO SUBMIT WITHIN 10 DAYS OF LEVEL 1 DECISION

SUPERINTENDENT'S DECISION TO BE RENDERED WITHIN 10 DAYS OF RECEIPT OF GRIEVANCE FORM

(SEE MASTER CONTRACT FOR DETAILS ON BROCESS)

(SEE MASTER CONTRACT FOR DETAILS C	511 1 NO 0200)	
REASONS FOR APPEAL:		SUPERINTENDENT'S USE ONLY:
		DATE:
		DATE GRIEVANCE
		REC'D:
		DATE EMPLOYEE
		GIVEN DECISION:
EMPLOYEE'S SIGNATURE:		
SUPERINTENDENT'S DECISION:		
(See attached response)		SUPERINTENDENT'S SIGNATURE
I ACCEPT THE DECISION	EMPLOYEE	DATE:
IN LEVEL 2	SIGNATURE:	
FORMAL PROCESS, LEVEL 3 – API EMPLOYEE TO SUBMIT TO ASSOCIATION ASSOCIATION TO SUBMIT, VIA SUPERIN	N WITHIN 10 DAYS OF LEVEL 2 DECISION TENDENT, WITHIN 10 DAYS TO ARBITI	
EMPLOYEE TO SUBMIT TO ASSOCIATION ASSOCIATION TO SUBMIT, VIA SUPERIN (SEE MASTER CONTRACT FOR DETAILS O	N WITHIN 10 DAYS OF LEVEL 2 DECISION TENDENT, WITHIN 10 DAYS TO ARBITION PROCESS)	RATION.
EMPLOYEE TO SUBMIT TO ASSOCIATION ASSOCIATION TO SUBMIT, VIA SUPERIN	N WITHIN 10 DAYS OF LEVEL 2 DECISION TENDENT, WITHIN 10 DAYS TO ARBITION PROCESS)	ARBITRATOR'S USE ONLY:
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