

Petaluma City Schools
Grievance Form (Certificated)

Upon receipt, immediate supervisor shall forward a copy of this form to Human Resources.

Grievant: _____ Site: _____

Date of act or omission giving rise to this grievance: _____

Specific section of Collective Bargaining Agreement violated: _____

Date of presentation of this form to immediate supervisor: _____

Grievance submitted by: _____

Signature: _____

INFORMAL LEVEL

Date of private, informal conference with immediate supervisor: _____

FORMAL LEVEL

Level I: Employee's statement of alleged grievance, the circumstances involved, the decisions rendered at the informal conference and the specific remedy sought.

See Attached.

Level I: Response of immediate supervisor.

Supervisor Signature _____

Date copy returned to grievant _____

Date copy forwarded to Human Resources _____

Level II: Appeal to Assistant Superintendent, Human Resources.

Grievant Signature _____

Date of appeal _____

Date copy forwarded to Human Resources _____

Level II: Assistant Superintendent's response to appeal.

Assistant Superintendent's Signature _____

Date of appeal receipt _____

Date copy returned to grievant _____

Level III: Appeal to Superintendent.

Grievant Signature _____

Date of appeal _____

Date copy forwarded to Superintendent _____

Level III: Superintendent or designee's response to appeal.

Superintendent or designee's Signature _____

Date of appeal receipt _____

Date copy returned to grievant _____

Level IV: Appeal to the Board of Education.

Grievant Signature _____

Date of appeal _____

Date copy forwarded to Human Resources _____

Level IV: Board of Education's response to appeal.

President, Board of Education Signature _____

Date of appeal receipt _____

Date copy returned to grievant _____

Level V: Appeal to binding arbitration.

Grievant Signature _____

Date of appeal _____

Date copy forwarded to Petaluma Federation of Teachers _____

President, PFT Signature _____

Date of Appeal _____

Date Copy forwarded to Human Resources _____

Level V: Final disposition of binding arbitration.

Superintendent or designee's Signature _____

Date of appeal receipt _____

Date copy returned to grievant and PFT _____

FORMAL LEVEL - Level I

1. Complaint

A. Employee's Statement of Alleged Grievance

B. Circumstances

C. Informal Conference

D. Remedies