

**APPENDIX E**

Grievance

Ref: Article 18 Grievance Procedure

CSEA Chapter 262 Collective Bargaining Agreement, Article 18.02.1: A grievance is a claim by a grievant that there has been a violation, misinterpretation, or misapplication of a provision in this Agreement.

Click in the gray boxes to enter your responses. The box will expand as needed to accommodate your text. Leave the names of the grievant and representatives blank until the resolution of the grievance, then print two copies. Send one signed copy to Human Resources and the second signed copy goes to CSEA 262.

Filing Date:       [ ]  Level 1 [ ]  Level 2 [ ]  Level 3 [ ]  Arbitration

Date of Alleged Violation:

Name of Grievant:       Phone Ext.:

Classification:

Department:

Immediate Manager:       Phone Ext.:

Article(s) Violated:

Briefly explain the nature of the alleged violation:

Briefly explain your requested remedy:

Grievant’s Signature Date

*(Type in your name to acknowledge the information you are providing is true and accurate to the best of your knowledge)*

CSEA 262 Representative Date

*(Type in your name to acknowledge the information you are providing is true and accurate to the best of your knowledge)*

**DISTRICT RESPONSE**

A copy of the District’s decision should be forwarded to the above named CSEA Representative.

**District’s Decision**

(Begin entering response by clicking in the gray box below. The box will expand as much as necessary):

Signature of District Employee Rendering Decision Date

*(Type in your name to acknowledge the information you are providing is true and accurate to the best of your knowledge)*