

SAN MARCOS UNIFIED 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: Employee to submit within 20 days of occurrence of grievance item.
 (SEE MASTER CONTRACT FOR DETAILS ON PROCESS)

DATE OF INCIDENT CAUSING GRIEVANCE:
CONTRACT SECTION VIOLATED:
SPECIFIC CIRCUMSTANCES:
REMEDY SOUGHT:
DATE DISCUSSED INFORMALLY WITH SUPERVISOR:
RESULTS OF INFORMAL CONFERENCE:
EMPLOYEE'S SIGNATURE:
DATE COPY GIVEN TO IMMEDIATE SUPERVISOR:
DATE COPY GIVEN TO ASSOCIATION PRESIDENT:

FORMAL PROCESS, LEVEL 1, #2:

IMMEDIATE SUPERVISOR'S WRITTEN DECISION, TO BE RENDERED WITHIN 10 DAYS OF RECEIPT OF GRIEVANCE FORM
 (SEE MASTER CONTRACT FOR DETAILS ON PROCESS)

IMMEDIATE SUPERVISOR'S WRITTEN DECISION:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">IMMEDIATE SUPERVISOR'S USE ONLY:</td> </tr> <tr> <td style="padding: 2px;">DATE:</td> </tr> <tr> <td style="padding: 2px;">DATE GRIEVANCE REC'D:</td> </tr> <tr> <td style="padding: 2px;">DATE EMPLOYEE GIVEN DECISION:</td> </tr> <tr> <td style="padding: 2px;">SUPERVISOR'S SIGNATURE</td> </tr> <tr> <td style="padding: 2px;">SUPERVISOR'S TITLE</td> </tr> </table>	IMMEDIATE SUPERVISOR'S USE ONLY:	DATE:	DATE GRIEVANCE REC'D:	DATE EMPLOYEE GIVEN DECISION:	SUPERVISOR'S SIGNATURE	SUPERVISOR'S TITLE
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:** _____

