

**GRIEVANCE FORM: SUPERVISORY/PROFESSIONAL EMPLOYEES**

A GRIEVANCE is a violation of the terms of the Supervisory and Professional Administrators Handbook.

NAME \_\_\_\_\_ CLASSIFICATION/LOCATION: \_\_\_\_\_

Date of event creating grievance: \_\_\_\_\_ (Must be within 30 days after an alleged grievance occurs.)

Brief Statement of Grievance: (Include Chapter and Section of Handbook allegedly violated.)

Remedy Sought:

**Step I - Informal Meeting with Supervisor (SPAA 17.2.1)**

Date of Meeting: \_\_\_\_\_ (Must be within 30 days of alleged grievance.)

Date of Verbal Response: \_\_\_\_\_ (Must be within 4 days of meeting.)

**Step II - File Written Grievance with President/Vice Chancellor (SPAA 17.2.2)**

Date Filed: \_\_\_\_\_ (Must be within 12 days of Supervisor's oral decision.)

Date Meeting Held: \_\_\_\_\_ (Must be within 12 days after written grievance is filed.)

Date Written Decision provided: \_\_\_\_\_ (Must be within 12 days after written grievance is filed.)

Decision of President/Assistant Chancellor: (ATTACHED)

\_\_\_\_\_  
Signature of President/Assistant Chancellor

**Step III - File Written Grievance with Vice Chancellor, Human Resources (SPAA 17.2.3)**

Date Filed: \_\_\_\_\_ (Must be within 12 days of President's/Vice Chancellor's written decision.)

Date Meeting Held: \_\_\_\_\_ (Must be within 12 days after written grievance is filed with Vice Chancellor, Human Resources.)

Date Written Decision provided: \_\_\_\_\_ (Must be within 12 days after Step III meeting.)

Decision of Vice Chancellor Human Resources: (ATTACHED)

\_\_\_\_\_  
Signature of Vice Chancellor Human Resources

**Step IV – Mediation (optional) request filed with Vice Chancellor Human Resources (SPAA 17.2.4)**

Date Filed: \_\_\_\_\_ (Must be within 12 days of Step III decision.)

\_\_\_\_\_  
Signature of Vice Chancellor Human Resources

Date of Hearing: \_\_\_\_\_ Date of Decision: \_\_\_\_\_

(See page 2 for Step V)

**Step V – Arbitration (optional) request filed with Vice Chancellor Human Resources (SPAA 17.2.5)**

Date Filed: \_\_\_\_\_(Must be within 45 days of Third Step decision.)

\_\_\_\_\_  
Approval by SPAA Officer for Arbitration (Print Name and Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Vice Chancellor Human Resources

Date of Hearing: \_\_\_\_\_ Date of Decision: \_\_\_\_\_

(Grievant or District must affirm or reject the arbitrator's decision with 12 days after receipt of decision.)