**Classified Grievance Form**

ORIGINAL FORM (no copies please) TO BE PRESENTED TO THE IMMEDIATE SUPERVISOR AFTER THE INFORMAL CONFERENCE.

PLEASE SEE CURRENT CONTRACT FOR DEADLINES.

**DATE OF INFORMAL CONFERENCE:** ____________________________

**STEP 1**

**SUBMISSION OF GRIEVANCE:** All portions of this section must be completed by Grievant.

Employee Name: ____________________________  Work Site: ________________

Statement of Grievance: __________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

Article/Section of the Agreement allegedly violated: ______________________________________

_____________________________________________________________________________

Remedy sought by Grievant: _________________________________________________________

_____________________________________________________________________________

Signature: ____________________________  Date: ____________________________

Upon completion of this section: Grievant shall present original to the immediate Supervisor, copy to Superintendent/Designee, and copy to CSEA, Chapter #450.

**IMMEDIATE SUPERVISOR’S RESPONSE:** ____________________________

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

Date Received  Date Responded  Signature

Upon completion of this section: Immediate Supervisor shall retain a copy, original to Grievant, copy to Superintendent/Designee, and copy to CSEA, Chapter #450.
STEP 2
EMPLOYEE NAME: __________________________________________

APPEAL TO THE SUPERINTENDENT/DESIGNEE:

All portions of this section must be completed by the Grievant. A copy of the completed Grievance Form, STEP 1, and the immediate Supervisor’s response must be attached.

REASON FOR APPEAL: _______________________________________

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

REMEDY SOUGHT: _____________________________________________

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

Date __________________________ Signature ______________________

Upon completion of this section: Grievant shall present original and attachments to the Superintendent, Personnel Services, copy retained by Grievant, copy to CSEA, Chapter #450.

SUPERINTENDENT/DESIGNEE DECISION: _________________________

_________________________________________________________________

_________________________________________________________________

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_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

Date __________________________ Signature ______________________

Upon completion of this section: the Superintendent/Designee shall retain the original and send a copy to the Grievant and CSEA, Chapter #450.
# Classified Grievance Form

## REQUEST FOR A HEARING BY THE BOARD OF EDUCATION:

This section must be completed by the Grievant. A copy of the Grievance Form, STEP 1, the Immediate Supervisor’s Response, and the Decision of the Superintendent/Designee must be attached.

I hereby request that a hearing be conducted to consider the grievance outlined on the attachments.

My representative is: ____________________________________________

Date: __________________________ Signature: ________________________

Upon completion of this section: Grievant shall present original and attachments to the Superintendent, Personnel Services, copy retained by Grievant, copy to CSEA, Chapter #450.

## REPORT OF THE GRIEVANCE REVIEW PANEL:

(Attach a copy of the findings and recommendations)

Date of Hearing: __________________________

Date of submission of findings and recommendations to the Superintendent, Personnel Services: __________________________

________________________
Signature of Chairman, Grievance Review Panel

Upon completion of this section: the Superintendent shall retain original, copy to Grievant, copy to Immediate Supervisor of Grievant, copy to CSEA, Chapter #450.

## SUPERINTENDENT’S DECISION:

________________________

________________________

________________________

Date: __________________________ Signature: ________________________

Upon completion of this section: the Superintendent shall retain the original, copy to Grievant, copy to Immediate Supervisor of Grievant, copy to CSEA, Chapter #450.
### Classified Grievance Form

#### STEP 4

**EMPLOYEE NAME:**

__________________________________________________________

This section must be completed by the Grievant. Copies of Grievance Forms, STEPS 1, 2 and 3, and the decisions for each, must be attached.

I hereby request that a grievance outlined on the attachments be reviewed by the Board of Education.

<table>
<thead>
<tr>
<th>Date</th>
<th>Signature</th>
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Upon completion of this section: Grievant shall present original and attachments to the Superintendent, Personnel Services, copy retained by Grievant, copy to CSEA, Chapter #450.

#### FINAL AND BINDING DECISION OF THE BOARD OF EDUCATION:

(Full findings and decisions shall be attached)

__________________________________________________________

__________________________________________________________

__________________________________________________________

__________________________________________________________

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<thead>
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Upon completion of this section: the Superintendent shall forward the decision of the Board of Education in the meeting Minutes; shall retain the original, shall send a copy to the Grievant, and shall forward copies to the Association and to the Superintendent, Personnel Services.