

APPENDIX "D"

Ventura Unified School District

GRIEVANCE FORM – Level I

(To be used only after informal complaint)

SUBMISSION OF GRIEVANCE - All portions of this section must be completed by the Grievant.

"Bargaining Unit Member's" Name _____ Work Location _____

Assignment _____ Employee's Representative _____

1. A clear, concise statement of the Grievance (an attachment is permissible).

2. Date of alleged violation: _____
3. Specific Agreement provision alleged to be violated: _____

4. Specific remedy sought: _____

DATE FILED: _____ SIGNATURE OF GRIEVANT _____

RECEIPT OF GRIEVANCE DATE: _____

IMMEDIATE SUPERVISOR _____

UPON COMPLETION OF THIS SECTION, GRIEVANT SHALL PRESENT ORIGINAL AND COPIES #2 and #3 TO IMMEDIATE SUPERVISOR. COPY #4 TO BE RETAINED BY GRIEVANT.

IMMEDIATE SUPERVISOR'S RESPONSE: _____

DATE OF RESPONSE: _____ SIGNATURE OF IMMEDIATE SUPERVISOR _____

RECEIPT OF RESPONSE DATE: _____

GRIEVANT _____

UPON COMPLETION OF THIS SECTION, IMMEDIATE SUPERVISOR SHALL RETAIN ORIGINAL, PRESENT COPY #2 TO GRIEVANT, AND FORWARD #3 TO THE ASSOCIATION.

VENTURA UNIFIED SCHOOL DISTRICT

GRIEVANCE FORM – Level II or Level III

APPEAL TO THE SUPERINTENDENT OR DESIGNEE: All portions of this section to be completed by Grievant.

"Bargaining Unit Member's" Name _____ Work Location _____

Assignment: _____

1. A clear, concise reason for the appeal (an attachment is permissible). (A COPY OF GRIEVANCE FORM LEVEL I MUST BE ATTACHED.)

2. Specific remedy sought: _____

DATE FILED: _____

SIGNATURE OF GRIEVANT

RECEIPT OF APPEAL DATE: _____

SUPERINTENDENT OR DESIGNEE

UPON COMPLETION OF THIS SECTION, GRIEVANT SHALL PRESENT ORIGINAL AND COPIES #2 and #3 TO THE SUPERINTENDENT OR DESIGNEE. COPY #4 TO BE RETAINED BY THE GRIEVANT.

SUPERINTENDENT OR DESIGNEE'S RESPONSE: _____

DATE OF RESPONSE: _____

SIGNATURE OF SUPERINTENDENT OR DESIGNEE

RECEIPT OF RESPONSE DATE: _____

GRIEVANT

UPON COMPLETION OF THIS SECTION, SUPERINTENDENT OR DESIGNEE SHALL RETAIN ORIGINAL, PRESENT #2 TO THE GRIEVANT AND FORWARD #3 TO THE ASSOCIATION