

MARIN COMMUNITY COLLEGE DISTRICT
UPM/AFT UNIT MEMBERS GRIEVANCE FORM
(Effective Fall 1996)

Grievant: _____ Immediate Supervisor: _____

(Additional sheets may be attached, if necessary)

Before filing a formal grievance, defined as an allegation by a grievant that he/she has been directly or adversely affected by a misapplication, a misrepresentation, or a violation of a specific provision of the collective bargaining agreement, the grievant should attempt to resolve the problem by an informal conference.

This grievance form must be submitted within thirty (30) working days after the grievant knew, or by reasonable diligence could have known, of the condition upon which the grievance is based.

STEP I - To be submitted to the immediate supervisor (management employee) by certified mail.

- A. Statement of the Grievance and date grievant was first affected.
- B. Specific section of the collective bargaining agreement allegedly misinterpreted, misapplied or violated.
- C. Specific remedy sought.

Signature _____ Date _____

Response by immediate supervisor: (To be sent to the grievant and UPM by certified mail within ten (10) working days from the date the grievance was received.)

Signature _____ Date _____

CERTIFICATED GRIEVANCE FORM

STEP II - To be submitted to the Superintendent/President or designee by certified mail within ten (10) days after receipt of Step I Response.

Reasons for disagreement with Step I Response:

Signature_____Date_____

Decision, with supporting reasons, of Superintendent/President or designee:

(To be sent to the grievant by certified mail within twenty (20) days after receiving the appeal.)

Signature_____Date_____

Step III - See Article 12.13 of the collective bargaining agreement for method of requesting binding arbitration.