Formal Grievance Form
I.A.M.A.W., Local Lodge 1930

(The first two sections of front page & shaded areas are for Grievant or Representative. Attach additional info if insufficient space on form)

Grievant(s):
Dept./Bureau/Division:
Person(s)/Title(s) contacted at informal stage:
Date of Informal Meeting:
Date of Supervisor's Response:

Date/Time/Place of Alleged Violation:
Violation, Misinterpretation, or Misapplication of the MOU (Article & Section):

Nature of Grievance (facts):
Corrective Action Desired:

Grievant's Signature:
Rep's Signature:

Step I - Division/Bureau Head

(To be completed by the Division/Bureau Head)

Date Received at Step I: (Must be within 10 working days of informal response or it is untimely)
Meeting Date: (To be scheduled within 10 working days of date received)
Decision (Respond within 10 working days of informal response or it is untimely)

Signature of Division/Bureau Head: Date:

[Blank]

Grievant: Resolved Grievant's Signature: Date:
Move Forward: (If denied to step 1, submit to Dept. Head or obtain a copy of grievance and Step 1 response)

Revised 9/21/05

- DO NOT PLACE IN EMPLOYEE'S PERSONNEL FILE -
### Step II -- Department Head/Designee

(To be completed by the Dept Head/Designee. >> For Water & Harbor Deps only—substitute Administrative Officer or equivalent<<.)

<table>
<thead>
<tr>
<th>Date Received at Step II:</th>
<th>Meeting Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Decision (Respond within 10 working days of meeting date):</td>
<td></td>
</tr>
</tbody>
</table>

Signature of Department Head/Designee: ____________________________
Date: ____________________________

Grievant: ☐ Resolved  ☐ Grievant's Signature: ____________________________
Date: ____________________________

Move Forward (If denied to Step II, submit to Dir. of Human Resources & Affirm. Action/Designee a copy of grievance and Step I response):

### Step III -- Director of Human Resources and Affirmative Action/Designee

(To be completed by the Division/Bureau Head)

<table>
<thead>
<tr>
<th>Date Received at Step III:</th>
<th>Meeting Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Decision (Respond within 10 working days of meeting date):</td>
<td></td>
</tr>
</tbody>
</table>

Signature of Director of Human Resources & Affirm. Action/Designee: ____________________________
Date: ____________________________

Grievant: ☐ Resolved  ☐ Grievant's Signature: ____________________________
Date: ____________________________

Move Forward (If denied to Step IV, submit to City Manager a copy of grievance and Step I response):

### Step IV -- City Manager

(To be completed by the City Manager)

<table>
<thead>
<tr>
<th>Date Received at Step I:</th>
<th>Meeting Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Decision (Respond within 10 working days of meeting date) -- The City Manager shall affirm, reverse, or modify the decision at Step III:  ☐ Affirm  ☐ Reverse; or  ☐ Modify as follows--</td>
<td></td>
</tr>
</tbody>
</table>

Signature of City Manager: ____________________________
Date: ____________________________

Grievant: ☐ Resolved  ☐ Grievant's Signature: ____________________________
Date: ____________________________

Move Forward (If denied to Step V, Arbitration / Personnel Appeals Board, please refer to MOU Grievance Procedure):

### Step V -- Arbitration

(To be completed by Director of Human Resources and Affirmative Action/Designee)

<table>
<thead>
<tr>
<th>Date Request Received:</th>
<th>Meeting Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Submission Agreement Submitted to Arbitration:</td>
<td></td>
</tr>
</tbody>
</table>

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