

FORMAL GRIEVANCE FORM
AEE – ASSOCIATION OF ENGINEERING EMPLOYEES

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

Grievant(s):	Classification:
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:	Representative's Signature:

Step I – Division/Bureau Head

(To be completed by the Division/Bureau Head)	
Date Received at Step I: _____ (Respond 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:

Grievant <input type="checkbox"/> Resolved Grievant's Signature _____ Date _____ <input type="checkbox"/> Move Forward (if carried to Step II, submit to Department Head or Designee a copy of grievance and step 1 response)

3/10/2011

- DO NOT PLACE IN EMPLOYEE'S PERSONNEL FILE -

Step II – Department Head/Designee

(To be completed by the Department Head/Designee. Water & Harbor Departments should substitute an Administrative Officer or equivalent)

Date Received at Step II: _____
(Must be within 10 working days of informal response or it is untimely)

Meeting Date: _____

Decision (Respond within 10 working days of meeting date):

Signature of Dept. Head/Designee:

Date:

Grievant Resolved Grievant's Signature _____ Date _____

Move Forward (if carried to Step III, submit to Director of Human Resources/Designee a copy of grievance and step II response)

Step III – Director of Human Resources/Designee

(To be completed by the Division/Bureau Head)

Date Received at Step III: _____
(Must be within 10 working days of informal response or it is untimely)

Meeting Date: _____

Decision (Respond within 10 working days of meeting date):

Signature of Director of Human Resources/Designee:

Date:

Grievant Resolved Grievant's Signature _____ Date _____

Move Forward (if carried to Step IV, submit to City Manager a copy of grievance and step III response)

Step IV – City Manager

(To be completed by City Manager)

Date Received at Step I: _____
(Must be within 10 working days of informal response or it is untimely)

Meeting Date: _____

Signature of City Manager:

Date:

Grievant Resolved Grievant's Signature _____ Date _____

Move Forward (if carried 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)

Date Request Received: _____

Meeting Date: _____

Date Submission Agreement Submitted to Arbitration: _____

3/10/2011

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