City of Long Beach
LONG BEACH LIFEGUARD ASSOCIATION
Formal Grievance Form

(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:
Assignment:	Phone #
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:
Corrective Action Desired:
Grievant's Signature: Rep's Signature:

- DO NOT PLACE IN EMPLOYEE'S PERSONNEL FILE -

Step I – Marine Safety Chief

Date Received: _____ **Meeting Date/Response Date:** _____

Step I Comments (cannot be resolved at this step □):

Marine Safety Chief Signature: Date:

To Be Completed By Grievant

Grievance Resolved □ Grievant's Signature _____ Date: _____
Move to Step II □

Step II – Deputy Chief

Date Received: _____ **Meeting Date/Response Date:** _____

Step II Comments (cannot be resolved at this step □):

Deputy Chief Signature : Date:

To Be Completed By Grievant

Grievance Resolved □ Grievant's Signature _____ Date: _____
Move to Step III □

Step III – Fire Chief or Designee

Date Received: _____ **Meeting Date/Response Date:** _____

Step III Comments (cannot be resolved at this step □):

Fire Chief/Designee Signature: Date:

To Be Completed by Grievant

Grievance Resolved □ Grievant's Signature _____ Date: _____
Move to Step IV □

Step IV – Human Resources Director or Designee

Date Received: _____ **Meeting Date/Response Date:** _____

Step IV Comments (cannot be resolved at this step □):

HR Director/Designee Signature: Date:

To be Completed by Grievant

Grievance Resolved □ Grievant's Signature _____ Date: _____
Move to Step V □

Step V – City Manager or Designee

Date Received: _____ **Meeting Date/Response Date:** _____

Step V Comments (cannot be resolved at this step □):

City Manager/Designee Signature: Date:

To be Completed by Grievant

Grievance Resolved □ Grievant's Signature _____ Date: _____
Move to Step VI □

Step VI – Arbitration

Date Received: _____ **Meeting Date:** _____

Date Submission Agreement Submitted to Arbitration: _____

Comments

1. At each step of the grievance process that the grievant is dissatisfied with the decision of the respondent, the grievant must submit the grievance to the next step within 10 calendar days for further consideration.
2. Step IV allows 15 working days to schedule a meeting and 10 working days after the meeting to respond.
3. At each step of the grievance procedure, except step IV, the respondent shall, within 10 calendar days, schedule a meeting and/or provide written response to the grievant.
4. If the matter is submitted to arbitration under step VI, the definition of issues, selection of arbitrator and conductor of the hearing shall be governed by the language of the MOU.
5. The grievant shall copy this Formal Grievance Form with all prior responses to the recipient at each subsequent step.
6. For tracking purposes, a copy of the Formal Grievance Form with all prior responses shall be copied to the Fire Administration Bureau.