

# 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):	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:	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:

Grievant:  Resolved    Grievant's Signature: \_\_\_\_\_    Date: \_\_\_\_\_  
 Move Forward (If carried to Step II, submit to Dept. Head or Designee a copy of grievance and Step I 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 Depts only--substitute Administrative Officer or equivalent<<.)

Date Received at Step II: \_\_\_\_\_ Meeting Date: \_\_\_\_\_

(Must be within 10 working days of informal response or it is untimely)

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

Signature of Department Head/Designee: \_\_\_\_\_

Date: \_\_\_\_\_

Grievant:  Resolved Grievant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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

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

(To be completed by the Division/Bureau Head)

Date Received at Step III: \_\_\_\_\_ Meeting Date: \_\_\_\_\_

(Must be within 10 working days of informal response or it is untimely)

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

Signature of Director of Human Resources & Affirm. Action/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 the City Manger)

Date Received at Step I: \_\_\_\_\_ Meeting Date: \_\_\_\_\_

(Must be within 10 working days of informal response or it is untimely)

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--

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: \_\_\_\_\_

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