

CSU / SEIU DISTRICT 1199  
GRIEVANCE FORM

**Submit original to management and make four (4) copies and distribute to: (1) Grievant, (2) Grievance Chair. (3) Union Organizer, and (4) Delegate of Record.**

**EMPLOYEE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**JOB TITLE** \_\_\_\_\_

**DEPARTMENT** \_\_\_\_\_

**SUPERVISOR** \_\_\_\_\_ **DATE OF HIRE** \_\_\_\_\_

**Summarize nature of grievance:** Please specify the basis of the grievance, including all contract violations,

DESIRED REMEDY:

**Step 1: Informal Resolution (Discussion with Supervisor)** (within 10 working days of the even on which the grievance is based)

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

Supervisor's Response:

Step 2: Written Appeal to Vice President for HRD (within 10 working days after receipt of Step 1)

Date Filed: \_\_\_\_\_ Meeting Date: \_\_\_\_\_

Date Response Received (within 10 working days of meeting):

Response:

**Step 3: Written Appeal to Arbitration** (Separate form to be filled out for Request for Arbitration. Notice to Vice President for HRD within 10 working days after the next regularly scheduled Union Executive Board)

Meeting, but no later than 45 calendar days after receipt of the Step 3 response.

Date Filed: \_\_\_\_\_ Arbitration Date: \_\_\_\_\_

Date response received from Arbitrator: \_\_\_\_\_

Resolution:

Mediation (Optional) (All parties may mutually agree to pursue mediation within the 45 calendar day period prior to Arbitration notification in Step 4; the use of mediation must be confined in writing;

Step 4: Notification of intent to arbitrate extended until 21 calendar days after conclusion of mediation, if used.)

Date Requested: \_\_\_\_\_ Mediation Date: \_\_\_\_\_

Relevant Information/Resolution:

Unless otherwise indicated, by signing this grievance form, the aggrieved employee grants authorization to the Union to act in his/her behalf and to advance the grievance through the steps of the grievance procedure.

\_\_\_\_\_  
Signature of Aggrieved Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Union Representative

\_\_\_\_\_  
Date

\_\_\_\_\_ I do not wish the Union to advance my grievance without express authorization.