

Name: \_\_\_\_\_ Classification: \_\_\_\_\_  
Department: \_\_\_\_\_ Supervisor: \_\_\_\_\_

INFORMAL (VERBAL) COMPLAINT TO SUPERVISOR

A classified employee with a grievance based on the bargaining unit agreement must meet with his/her immediate supervisor within ten (10) workdays after occurrence of the event or discovery of the condition that brought about the grievance in an attempt to resolve it.

- a. Date the Event Occurred/Condition Was Discovered: \_\_\_\_\_
- b. Date of Verbal Grievance To Supervisor: \_\_\_\_\_
- c. Description of Event/Condition (Include the agreement provision (s) alleged to have been violated, the circumstances involved, and the specific remedy sought): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



IMPERIAL COMMUNITY COLLEGE DISTRICT  
CLASSIFIED BARGAINING UNIT AGREEMENT GRIEVANCE PROCESSING FORM

LEVEL THREE - APPEAL TO THE PRESIDENT/SUPERINTENDENT

The President/Superintendent has ten (10) workdays to conduct a hearing and five (5) workdays after the hearing to present a written response to the grievant.

- a. Date of Appeal to President/Superintendent: \_\_\_\_\_
- b. Date of Hearing: \_\_\_\_\_
- c. Date of Response To Grievant: \_\_\_\_\_
- d. Description of Decision: \_\_\_\_\_

If not resolved at Level Three, or if a decision is not rendered within the specified time limit, the grievant has five (5) workdays to appeal to the Board of Trustees.

LEVEL FOUR - APPEAL TO THE BOARD OF TRUSTEES

The Board of Trustees shall conduct a hearing at the next regularly scheduled public meeting after receipt of the appeal and present its written response to the grievant within five (5) workdays after the hearing. This decision is final and binding.

- a. Date of Appeal to Board of Trustees: \_\_\_\_\_
- b. Date of Hearing: \_\_\_\_\_
- c. Date of Response To Grievant: \_\_\_\_\_
- d. Description of Decision: \_\_\_\_\_