

MONTEREY COUNTY OFFICE OF EDUCATION

CLASSIFIED STAFF

GRIEVANCE CLAIM PACKET

Per MCOE/CSEA Agreement (Article 18)

CONTENTS OF PACKET:

- 1. CLASSIFIED EMPLOYEE CLAIM OF GRIEVANCE FORMS**
(Level 1, Level 2, Level 3, and Withdrawal of Grievance)
- 2. COPY OF ARTICLE XX, GRIEVANCE PROCEDURES (MCOE/CSEA Agreement)**

MONTEREY COUNTY OFFICE OF EDUCATION

LEVEL 1
REQUEST FOR SETTLEMENT OF GRIEVANCE
TO BE COMPLETED BY GRIEVANT

Grievance Presented to Immediate Supervisor, Department Head, or Program Director

Director on (date): _____

Name of Grievant: _____

Home Address: _____

Work Location: _____

Job Title: _____

Nature of Grievance: _____

Settlement Requested: _____

Signature of Grievant: _____

Printed Name of Grievant: _____

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LEVEL 2

REQUEST FOR SETTLEMENT OF GRIEVANCE

TO BE COMPLETED BY GRIEVANT

(Copies of Request for Settlement of Grievance-Level 1 and Reply-Level 1 Must be attached)

Date Presented to Division Head of Cabinet Member: _____

Name of Grievant: _____

Home Address: _____

Work Location: _____

Job Title: _____

Date of Reply to Grievance—Level 1: _____

State Reasons for Submission of Grievance to Level 2: _____

Settlement Requested: _____

Signature of Grievant: _____

Printed Name of Grievant: _____

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LEVEL 3

REQUEST FOR SETTLEMENT OF GRIEVANCE

TO BE COMPLETED BY GRIEVANT

(Copies of Requests for Settlement of Grievance and Replies—Level 1 and 2 Must be attached)

Date Presented to County Superintendent of Schools: _____

Name of Grievant: _____

Home Address: _____

Work Location: _____

Job Title: _____

Date of Reply to Grievance—Level 2: _____

State Reasons for Submission of Grievance to Level 3: _____

Settlement Requested: _____

Signature of Grievant: _____

Printed Name of Grievant: _____

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WITHDRAWAL OF GRIEVANCE

To be completed by Grievant

Date of Withdrawal: _____

Name of Grievant: _____

Home Address: _____

Work Location: _____

Job Title: _____

Present Level of Grievance: Level 1 Level 2 Level 3 (Circle One)

Date on Which Grievance Was Submitted at This Level: _____

Brief Description of Nature of Grievance: _____

Request for Withdrawal:

I hereby request that the above grievance be written from further consideration without prejudice or record. I acknowledge that I may not reopen this grievance.

Signature of Grievant: _____

Printed Name of Grievant: _____