

**PALOMAR COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE TEAM
GRIEVANCE PROCEDURE
GRIEVANCE/COMPLAINT FORM**

Employee Name:	Department:	Date/alleged grievance:
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Specific articles and sections alleged to have been violated:

Employee's statement of alleged violation and grievance. What is the factual contention, what has occurred? Provide full facts necessary to support your position. (Attach second sheet if necessary.)

State full relief, remedy, action, you believe is required to resolve this alleged grievance:

Step 1.	Manager/supervisor/designee, response to alleged grievance:	Date of receipt:	
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	Date of response:	
	Grievance resolved:	
	Grievance denied:	

Step 2.	Vice President/Human Resources/Designee, response to alleged grievance:	Date of receipt:	
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	Date of response:	
	Grievance resolved:	
	Grievance denied:	

Step 3.	President/Superintendent/Designee, response to alleged grievance:	Date of receipt:	
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	Date of response:	
	Grievance resolved:	
	Grievance denied:	

Step 4.	Governing Board/Designee, response to alleged grievance:	Date of receipt:	
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	Date of response:	
	Grievance resolved:	
	Grievance denied:	

NOTES:
 1. Attach all responses to this form at all levels where necessary
 2. Maintain two (2) copies of all responses-one for employee/one for District
 3. Time is of the essence at every step

Signature: _____ **Date:** _____

1. **Step One**
- a. Within thirty (30) days after the occurrence of the act or omission, or within thirty (30) days after the grievant knew or reasonably should have known of the act or omission giving rise to the grievance, the grievant must present such grievance in writing on the appropriate form developed by the District to the immediate supervisor.
 - b. This statement shall be a clear, concise statement of the grievance, the circumstances involved, the decision rendered at the informal conference, and the specific remedy sought.
 - c. The immediate supervisor shall communicate a decision to the employee in writing within ten (10) days after receiving the grievance. If the immediate supervisor does not respond within the time limits, the grievant may appeal to the next step.
 - d. Within the above time limits, either party may request a personal conference with the other party.
2. **Step Two**
- a. In the event the grievant is not satisfied with the decision at Step 1, the grievant may appeal the decision on the appropriate form to the Assistant Superintendent /Vice President, Human Resources and Affirmative Action or designee within ten (10) days.
 - b. The statement of the appeal should include a copy of the original grievance, the decision rendered, and a clear, concise statement of all of the reasons for the appeal.
 - c. The Assistant Superintendent/Vice President, Human Resources and Affirmative Action or designee shall communicate a decision within fifteen (15) days after receiving the appeal. The Assistant Superintendent /Vice President, Human Resources and Affirmative Action or designee may request a personal conference within the above time limits. If the Assistant Superintendent /Vice President, Human Resources and Affirmative Action or designee does not respond within the time limits, the grievant may appeal to the next Step.
3. **Step Three**
- a. In the event the grievant is not satisfied with the decision at Step 2, the grievant may appeal the decision on the appropriate form to the superintendent/President or designee within ten (10) days.
 - b. The statement of the appeal shall include a copy of the original grievance, decisions previously rendered, and a clear, concise statement of all of the reasons for the appeal.
 - c. The Superintendent/President or designee shall communicate a decision within fifteen (15) days after receiving the appeal. The Superintendent, President or designee may request a personal conference within the above time limits. If the Superintendent/President or designee does not respond within the time limits, the grievant may appeal to the next Step.
4. **Step Four**
- a. In the event that the grievant is not satisfied with the decision at Step 3, he/she may request to the Board that the grievance be submitted to the Board. Such request must be in writing, filed within ten (10) days with the Board President.
 - b. The Board may or may not schedule a conference. The decision of the Board shall be final.