

**IMPERIAL COMMUNITY COLLEGE DISTRICT  
CLASSIFIED BARGAINING UNIT AGREEMENT GRIEVANCE PROCESSING  
FORM**

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**EMPLOYEE INFORMATION**

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

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**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): \_\_\_\_\_

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- d. Description of Action Taken To Resolve Event/Condition: \_\_\_\_\_

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**If the grievance is not resolved informally, the employee may submit a formal (written) grievance to his/her immediate supervisor within five (5) workdays after the informal meeting.**

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LEVEL ONE: FORMAL (WRITTEN) GRIEVANCE TO IMMEDIATE SUPERVISOR

**The immediate supervisor has five (5) workdays to conduct a hearing and three (3) workdays after the hearing to render a written response to the grievant.**

- a. Date Written Grievance Submitted To Supervisor: \_\_\_\_\_
- b. Date of Hearing: \_\_\_\_\_
- c. Date of Response To Grievant: \_\_\_\_\_
- d. Description of Decision: \_\_\_\_\_

**If not resolved at Level One, the grievant has five (5) workdays from receipt of the supervisor's response to appeal to the Associate Vice President of Human Resources.**

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LEVEL TWO: APPEAL TO THE DIRECTOR OF HUMAN RESOURCES

**The Associate Vice President of Human Resources has five (5) workdays in which to render a written decision to the grievant.**

- a. Date of Appeal to AVP of Human Resources: \_\_\_\_\_
  - b. Date of Hearing: \_\_\_\_\_
  - c. Date of Response to Grievant: \_\_\_\_\_
  - d. Description of Decision: \_\_\_\_\_
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**If not resolved at Level Two, or if a decision is not rendered within the specified time limit, the grievant has five (5) workdays to appeal to the Superintendent/President.**

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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.**

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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: \_\_\_\_\_
- e. Signature of Board President or Designated Representative:  
\_\_\_\_\_

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