**Formal Grievance Form**

**I.A.M.A.W., Local Lodge 1930**

(The first two sections of front page & shaded areas are for Grievant or Representative. Attach additional info if insufficient space on form.)

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| **Grievant(s):** IAMAW **Classification:** |
| **Dept./Bureau/Division: Library Services Department** |
| **Person(s)/Title(s) contacted at informal stage:** |
|   |
| **Date of Informal Meeting:**   **Date of Supervisor's Response:** |

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| **Date/Time/Place of Alleged Violation:**  |
| **Violation, Misinterpretation, or Misapplication of the MOU (Article & Section):**  |
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| **Nature of Grievance (facts):** |
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| **Corrective Action Desired:** |
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| **Grievant's Signature:**                                                             **Rep's Signature:**  |

**Step I - Division/Bureau Head**

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| (To be completed by the Division/Bureau Head) **Date Received at Step I: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                 Meeting Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****(**Must be within 10 working days of informal response or it is untimely.)                          (To be scheduled within 10 working days of date received.)  |
| Decision (Respond within 10 working days of informal response or it is untimely.) |
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|   |
|   Signature of Division/Bureau Head:                                                          Date:  |

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| Grievant:  Resolved     Grievant's Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_               Move Forward (If carried to Step II, submit to Dept Head or Designee a copy of grievance and Step I response.) |

 Revised 12/11/09

**- DO NOT PLACE IN EMPLOYEE'S PERSONNEL FILE -**

**Step II -- Department Head/Designee**

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| (To be completed by the Department Head/Designee.  For Water & Harbor Depts only--substitute Administrative Officer or equivalent.) **Date Received at Step II: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                  Meeting Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****(**Must be within 10 working days of Step I response or it is untimely.)                                              |
| Decision (Respond within 10 working days of meeting date): |
|   |
|   |
|   Signature of Department Head/Designee:                                                  Date:  |

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| Grievant:  Resolved     Grievant's Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_             Move Forward (If carried to Step III, submit to Dir. of Human Resources & Affirm. Action/Designee a copy of grievance and Step II response) |

**Step III--Director of Human Resources and Affirmative Action/Designee**

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| (To be completed by the Director of Human Resources/Designee. For Water and Harbor Departments only – substitute Dept. Head.) **Date Received at Step III: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_              Meeting Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****(**Must be within 10 working days of Step II response or it is untimely.)                                              |
| Decision (Respond within 10 working days of meeting date): |
|   |
|     |
|   Signature of Director of H/R or Designee:                                                Date:  |
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| Grievant:  Resolved     Grievant's Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_            Move Forward (If carried to Step IV, submit to City Manager a copy of grievance and Step III response.) |

**Step IV--City Manager**

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| (To be completed by the City Manager – not a step for Water and Harbor Departments.) **Date Received at Step IV: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_              Meeting Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_****(**Must be within 10 working days of Step III response or it is untimely.)                                        |
| Decision (Respond within 10 working days of meeting date)--The City Manager shall affirm, reverse, or modify   |
| the decision at Step III:   □ Affirm     □ Reverse; or    □ Modify as follows: |
|   |
|   |
|   Signature of City Manager:                                           Date:  |

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| Grievant:  Resolved     Grievant's Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_              Move Forward (If carried to Step V, Arbitration, please refer to MOU Grievance Procedure.) |

**Step V--Arbitration**

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| (To be completed by Director of Human Resources and Affirmative Action/Designee)**Date Request Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_               Meeting Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Date Submission Agreement Submitted to Arbitration: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

Revised 12/11/09

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