



## **Think you have a Grievance?**

**1. Discuss the issue with your site rep or ACT Area Director. What article(s), in the Collective Bargaining Agreement(CBA/contract) has/have been violated?**

**(If you need guidance, please reach out to the grievance committee at [act.grievance@gmail.com](mailto:act.grievance@gmail.com))**

**2. If an article(s) has/have been violated, your rep and you should discuss the violation with your immediate supervisor. This is called an “Informal Conference” which is part of the grievance process in the contract, and is an opportunity to remedy the grievance. If no solution can be reached, please state to the admin, “This is an informal grievance of Article X of the contract.”**

**3. To begin the process of the grievance, the ACT Mandatory Grievance Intake Form must be filled out. Site reps can provide access to the form via personal mail. (Ideally the grievant and rep collaborate, but the grievant must be the person who fills out the form and submits it to the Grievance Committee. The grievance committee will write the grievance with the input of the grievant. (If the issue being grieved affects more than one grievant, please include all persons and their information. Only one grievance form**

is to be filled out per grievance.)

**4. The Grievance Committee ([act.grievance@gmail.com](mailto:act.grievance@gmail.com)) will contact the grievant to discuss the article(s), request a narrative of the events of the grievance, and any emails and/or supporting documentation.**

**5. Timelines for filing grievances with the district are found in the “Grievance” section of the contract. The timelines must be followed, so please be prepared to respond promptly, in a timely manner, to the members of the grievance team. IMPORTANT: the grievance committee must have enough time to write the grievance.**

**6. At any time after the Informal Conference, if the issue of the grievance is addressed and remediated with the administration outside of the grievance process, please INFORM the grievance committee immediately.**

**You can reach out to the grievance committee at [act.grievance@gmail.com](mailto:act.grievance@gmail.com)**