

# Palos Verdes Peninsula Unified School District

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## Grievance Form – Level 1 – School Principal/Immediate Supervisor

*Must be filed within twenty-five (25) days after the grievant knew or should have reasonably known of the act or condition and its aggrieving nature.*

Name of Grievant (Employee) \_\_\_\_\_ Date \_\_\_\_\_

Work Location \_\_\_\_\_ Principal/Supervisor \_\_\_\_\_

Specific Contract Article(s) and Section(s) allegedly violated \_\_\_\_\_

\_\_\_\_\_

Date(s) and Time(s) of alleged violation \_\_\_\_\_

Date of Informal Meeting \_\_\_\_\_

Attendees at Informal Meeting \_\_\_\_\_

Results of Informal Meeting \_\_\_\_\_

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Summary of Grievance (please include location and names of people/witnesses involved). If needed you may provide an attachment to this form.

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Remedy Requested \_\_\_\_\_

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Copy: Grievant  
Human Resources  
PVFA

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Grievant

*School Principal/Immediate Supervisor shall, upon request, meet with the aggrieved and representative within 10 days of receiving the grievance. The School Principal/Immediate Supervisor shall render a written decision within ten (10) days of the Level 1 meeting.*

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## Grievance Form – Level 2 – Assistant Superintendent of Human Resources or Designee

Must be filed with the Assistant Superintendent of Human Resources within ten (10) days after the decision at Level 1 or twenty (20) days after the Level 1 grievance was presented, whichever is later.

Name of Grievant (Employee) \_\_\_\_\_ Date \_\_\_\_\_

Work Location \_\_\_\_\_ Principal/Supervisor \_\_\_\_\_

Specific Contract Article(s) and Section(s) allegedly violated \_\_\_\_\_

Date(s) and Time(s) of alleged violation \_\_\_\_\_

Date of Informal Meeting \_\_\_\_\_ Date of Informal Meeting Response \_\_\_\_\_

Date of Level 1 Meeting \_\_\_\_\_ Date of Level 1 Response \_\_\_\_\_

Attach any Level 1 Response from District Respondent

Summary of Grievance (please include location and names of people/witnesses involved). If needed you may provide an attachment to this form.

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Grievant

*The Assistant Superintendent of Human Resources shall, upon request, meet with the aggrieved and representative within 10 days of receiving the grievance. The Assistant Superintendent of Human Resources shall render a written decision within ten (10) days after the Level 2 meeting.*

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## Grievance Form – Level 3 – Superintendent or Designee

*Must be filed with the Superintendent within ten (10) days after the decision at Level 2 or twenty (20) days after the Level 2 grievance was presented, whichever is later.*

Name of Grievant (Employee) \_\_\_\_\_ Date \_\_\_\_\_

Work Location \_\_\_\_\_ Principal/Supervisor \_\_\_\_\_

Specific Contract Article(s) and Section(s) allegedly violated \_\_\_\_\_

Date(s) and Time(s) of alleged violation \_\_\_\_\_

Date of Informal Meeting \_\_\_\_\_ Date of Informal Meeting Response \_\_\_\_\_

Date of Level 1 Meeting \_\_\_\_\_ Date of Level 1 Response \_\_\_\_\_

Date of Level 2 Meeting \_\_\_\_\_ Date of Level 2 Response \_\_\_\_\_

Attach any Level 2 Response from District Respondent

Summary of Grievance (please include location and names of people/witnesses involved). If needed you may provide an attachment to this form.

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Grievant

*Superintendent/Designee shall, upon request, meet with the aggrieved and representative within 10 days of receiving the grievance. The Superintendent/Designee shall render a written decision within ten (10) days of the Level 3 meeting.*

# Palos Verdes Peninsula Unified School District

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## Grievance Form – Level 4 – Mediation

*If the grievant and/or the Association is not satisfied with the disposition of the grievance at Level 3, the grievance shall be referred to grievance mediation.*

Name of Grievant (Employee) \_\_\_\_\_ Date \_\_\_\_\_

Work Location \_\_\_\_\_ Principal/Supervisor \_\_\_\_\_

Specific Contract Article(s) and Section(s) allegedly violated \_\_\_\_\_

Date(s) and Time(s) of alleged violation \_\_\_\_\_

Date of Informal Meeting \_\_\_\_\_ Date of Informal Meeting Response \_\_\_\_\_

Date of Level 1 Meeting \_\_\_\_\_ Date of Level 1 Response \_\_\_\_\_

Date of Level 2 Meeting \_\_\_\_\_ Date of Level 2 Response \_\_\_\_\_

Date of Level 3 Meeting \_\_\_\_\_ Date of Level 3 Response \_\_\_\_\_

Attach any Level 3 Response from District Respondent

Summary of Grievance (please include location and names of people/witnesses involved). If needed you may provide an attachment to this form.

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PVFA requests the services of a mediator from the California Mediation Service (or other mutually agreed upon dispute resolution center).

For PVFA \_\_\_\_\_

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Human Resources  
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*If the Association, and the Superintendent or his/her designee have not resolved the grievance with the assistance of the mediator within ten (10) workdays from the first meeting held by the mediator, the Association or District may terminate Level 4 and the grievance may proceed to arbitration.*

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## Grievance Form – Level 5 – Arbitration

*If the grievant is not satisfied with the disposition of the grievance at Level 4, or the time limits expire, the grievant may submit the grievance to the Association. The Association will approve or disapprove the grievant's request for arbitration.*

Name of Grievant (Employee) \_\_\_\_\_ Date \_\_\_\_\_

Work Location \_\_\_\_\_ Principal/Supervisor \_\_\_\_\_

Specific Contract Article(s) and Section(s) allegedly violated \_\_\_\_\_

Date(s) and Time(s) of alleged violation \_\_\_\_\_

Date of Informal Meeting \_\_\_\_\_ Date of Informal Meeting Response \_\_\_\_\_

Date of Level 1 Meeting \_\_\_\_\_ Date of Level 1 Response \_\_\_\_\_

Date of Level 2 Meeting \_\_\_\_\_ Date of Level 2 Response \_\_\_\_\_

Date of Level 3 Meeting \_\_\_\_\_ Date of Level 3 Response \_\_\_\_\_

Date of Level 4 Meeting \_\_\_\_\_ Date of Level 4 Response \_\_\_\_\_

Attach all pertinent Level 4 Responses or other documents.

Summary of Grievance (please include location and names of people/witnesses involved). If needed you may provide an attachment to this form.

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PVFA requests the services of an arbitrator from the California State Conciliation Service.

For PVFA \_\_\_\_\_

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