

GRIEVANCE TRACKING FORM

If you have filed a grievance with OEA against OUSD, the following form will help you track your grievance and it will help you keep track of the important dates that must be adhered to during the Grievance Procedure. You may download it from your computer. It is not necessary to submit this form to the OEA Center; it is for your convenience only. If you have any questions, please contact the OEA representative who is assisting you with your grievance, or reference the Negotiated Labor Agreement (the "contract") Article 14.0 Grievance Policy. Good Luck!

MEMBER'S GRIEVANCE TRACKING FORM

Grievance Number _____

Issue/Contract Violation:

OEA - OUSD BARGAINED AGREEMENT ARTICLE XIV - GRIEVANCE POLICY STEPS

I. INFORMAL CONFERENCE: (No Written Grievance)

Date of Request for Conference _____ Actual Conference Date _____ In Attendance:

Result of Informal Conference:

Was the result Satisfactory _____ Unsatisfactory _____ No Response _____

II. PRE-FORMAL STAGE (No Written Grievance) Appointment with Immediate Supervisor 20 days from circumstances forming the basis of the problem were known to grievant.

Date of Request for Appointment _____.

Immediate Supervisor must schedule conference with grievant 5 days after request for appointment.

Actual Date of Conference _____ In Attendance:

Oral Resolution of Problem:

Was the result Satisfactory _____ Unsatisfactory _____ No Response _____

III. LEVEL I. (Written Grievance Filed) If the pre-formal procedure was not utilized, there shall be a conference with the Level I Administrator and the grievant. If the pre-formal procedure was utilized, the conference may be waived by either party, or the grievance can be released from Level I. If the grievance is not released from Level I, a written statement of the grievance shall be presented to the Level I Administrator.

Date of submission of written statement _____.

Administrator must respond in writing within 7 days after receipt of the grievance indicating the decision and supporting reasons.

Date of Level I Response _____ Date Waived _____ Date Released _____

Date of Conference _____ In Attendance:

Result of Conference/Written Statement:

Was the result Satisfactory _____ Unsatisfactory _____ No Response _____

IV. LEVEL II: Unresolved or unreleased grievances at Level I shall be presented to the Assistant/Associate Superintendent or designee. Unless mutually waived, the respondent shall have a conference with the grievant. Unreleased or unresolved grievances must be appealed to Level II no later than 7 days following the date of receipt of decision at Level I, although the time limit may be extended by mutual consent.

Date of Appeal to Level II _____ Date Extended Until _____
Response to Level II by District Administrator shall be in writing, giving decision and supporting reasons, within 7 days after receipt of grievance.

Date of Level II Response/Conference _____ In Attendance:

Result of Conference/Response:

Was the result Satisfactory _____ Unsatisfactory _____ No Response _____

V. Level III: An unresolved grievance at Level II may be presented to the Superintendent or his/her designee no later than 7 days following the receipt of a Level II decision. The Superintendent or designee may call for a conference with the grievant. The Superintendent or designee shall respond in writing within 7 days after receipt of the grievance indicating the decision and supporting reasons.

Date of Level III Conference/Response _____ In Attendance:

Result of Conference/Response:

Was the result Satisfactory _____ Unsatisfactory _____ No Response _____

VI. Binding Arbitration: Within 7 days of receipt of an unsatisfactory response at Level III, the grievant may request the Association to submit the grievance to binding arbitration.

Binding Arbitration Date of Request _____

The Association may within 15 days after the receipt of the request notify the District of its intention to take the grievance to Binding Arbitration. This action insures the right of the Association to go to binding arbitration, but does not insure that the OEA leadership will decide to move the grievance to arbitration.

Notification by Association insuring right to Binding Arbitration Date _____

VII. OEA Decision Making Process

A. Grievance is submitted to OEA Grievance Committee for consideration for Binding Arbitration. Date of Grievance Committee Meeting _____

Recommendation: Proceed to Arbitration _____ Not to Proceed to Arbitration _____

B. Grievance Committee Recommendation sent to Executive Board Date _____

C. Executive Board consideration of Grievance Committee Recommendation

Date of Consideration: _____

Decision: Proceed to Arbitration _____ Not to proceed to Arbitration _____

D. Arbitrator Selected _____

Date Of Arbitration _____