

# NEA-Jurupa Member Concern/Grievance Intake Form

## HANDLING GRIEVANCES AT YOUR SITE

### KNOW THE DEFINITIONS:

What is a grievance? A grievance is a reasonable allegation that Collective Bargaining Agreement (CBA) section(s) have been violated, misinterpreted, or misapplied. (Contract Violation)

What is a day? A “day” refers to any day that the grievant is scheduled to give service to the District or when the Education Center is open for business if the Association is the grievant.

Who can file a grievance? Any member of the collective bargaining unit. (Also see Article IV Association Rights, Section 13 Association Grievance)

### Timeline (See Contract Pages 142-147)

**Grievance Level 1:** due within 30 grievant’s workdays or, if Association is grievant, 30 days that the Education Center is open for business.

- Within 5 days a conference must be scheduled if either party requests
- Within 6 days the supervisor shall communicate decision to grievant and Association in a clear concise statement

**Grievance Level 2:** submit within 6 days of decision with copy of Level 1 Grievance and supervisor’s decision as well as clear, concise statement of reason(s) of appeal

- Within 5 days, a conference must be scheduled at request of either party
- Within 6 days Superintendent or designee communicates decision in clear and concise statement

**Grievance Level 3:** within 10 days by mutual agreement may elect to submit to mediation for possible settlement agreement (statements made in mediation are confidential, non-precedential, and not admissible in any future court, administrative proceeding, or additional grievance step)

**Grievance Level 4:** (Association only) within 10 days submit notice of intent to submit grievance to arbitration with copy of original grievance decision, reason for appeal, and remedy sought