

# APPENDIX & FORMS

**Formal Grievance Receipt (Form 1):**

**Receipt Notice Sent To:**

\_\_\_\_\_   
 Print Name

**Receipt Notice Sent By:**

\_\_\_\_\_   
 Print Name

**CMRRR No.:**

\_\_\_\_\_   
 Certified Mail Return Receipt Request No.

**Date Notice Sent:**

\_\_\_\_\_



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**Formal Grievance Notice of Conference**

Please note that under our Board Policy Manual, I have ten working days to hold a conference with you regarding your grievance. We may reschedule to a more convenient time, but a request for a postponement beyond those ten working days is not possible unless you request a postponement in writing as soon as practical.

I have tentatively scheduled your grievance conference for the place, date, and time below. If this time conflicts with your schedule, or you are otherwise unable to make this appointment, please let me know as soon as possible so we can reschedule to a more convenient time. You will receive my decision no later than five working days after the grievance conference is actually held. If you do not receive my decision within five working days of having a grievance conference with me, Board Policy allows you to escalate your grievance to my supervisor, \_\_\_\_\_.

**Time:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Date:** \_\_\_\_\_

\_\_\_\_\_  
Hearing Officer Printed Name / Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Hearing Officer Signature

**First Level Appeal of Grievance Request Receipt (Form 2):**

**Receipt Notice Sent To:**

\_\_\_\_\_   
 Print Name

**Receipt Notice Sent By:**

\_\_\_\_\_   
 Print Name

**CMRRR No.:**

\_\_\_\_\_   
 Certified Mail Return Receipt Request No.

**Date Notice Sent:**

\_\_\_\_\_



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**First-Level Appeal Notice of Conference**

Please note that under our Board Policy Manual, I have ten working days to hold a conference with you regarding your grievance. We may reschedule to a more convenient time, but a request for a postponement beyond those ten working days is not possible unless you request a postponement in writing as soon as practical.

I have tentatively scheduled your grievance conference for the place, date, and time below. If this time conflicts with your schedule, or you are otherwise unable to make this appointment, please let me know as soon as possible so we can reschedule to a more convenient time. You will receive my decision no later than five working days after the grievance conference is actually held. If you do not receive my decision within five working days of having a grievance conference with me, Board Policy allows you to escalate your grievance to the Chancellor.

**Time:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Date:** \_\_\_\_\_

\_\_\_\_\_  
Hearing Officer Printed Name / Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Hearing Officer Signature

**Second Level Appeal of Grievance Request Receipt (Form 3):**



**Receipt Notice Sent To:**

\_\_\_\_\_  
Print Name

**Receipt Notice Sent By:**

\_\_\_\_\_  
Print Name

**CMRRR No.:**

\_\_\_\_\_  
Certified Mail Return Receipt Request No.

**Date Notice Sent:**

\_\_\_\_\_

**Designee:**

\_\_\_\_\_

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**Second-Level Appeal Notice of Conference**

Please note that under our Board Policy Manual, I have ten working days to hold a conference with you regarding your grievance. We may reschedule to a more convenient time, but a request for a postponement beyond those ten working days is not possible unless you request a postponement in writing as soon as practical.

I have tentatively scheduled your grievance conference for the place, date, and time below. If this time conflicts with your schedule, or you are otherwise unable to make this appointment, please let me know as soon as possible so we can reschedule to a more convenient time. You will receive my decision no later than five working days after the grievance conference is actually held. If you do not receive my decision within five working days of having a grievance conference with me, Board Policy allows you to escalate your grievance to the Board of Trustees so long as you alleged a specific procedural irregularity that violates a specific, enumerated Board Policy via Grievance Form 4.

**Time:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Date:** \_\_\_\_\_

\_\_\_\_\_  
Hearing Officer Printed Name / Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Hearing Officer Signature

**Request for Board Appeal of Grievance (Form 4):**

**Grievant:**

\_\_\_\_\_

Print Name

\_\_\_\_\_

Signature



**Specific Board Policy Allegedly Violated:** \_\_\_\_\_  
(Please reference specific policy sections) \_\_\_\_\_

Please remember to attach a summary of the basis for your appeal.

# Grievance History Form (Form 5)

## Formal Grievance (Part I)

Grievant/Grievant-in-Charge Name: \_\_\_\_\_

Date Received: \_\_\_\_\_ Notice of Receipt Sent: \_\_\_\_\_  
(Within 3 working days of receipt)

Campus/Location: \_\_\_\_\_ Conference Date: \_\_\_\_\_  
(Within 10 working days of receipt)

Division: \_\_\_\_\_

### To be completed by the Grievance Conference Officer

Date of Conference: \_\_\_\_\_ Time: \_\_\_\_\_  
Location: \_\_\_\_\_

Decision Due Date: \_\_\_\_\_ Notice of Appeal Deadline: \_\_\_\_\_  
(Within 5 days of the Conference)

Decision Date: \_\_\_\_\_ Signature: \_\_\_\_\_

## First-Level Appeal (Part II)

Date Received: \_\_\_\_\_ Notice of Receipt Sent: \_\_\_\_\_  
(Within 3 working days of receipt)

Summary Sent to the Chancellor: \_\_\_\_\_  
(Within 3 working days of receipt)

Appeal Conference Date: \_\_\_\_\_  
(Within 10 working days of receipt)

### To be completed by the Appeals Conference Officer

Date of Conference: \_\_\_\_\_ Time: \_\_\_\_\_  
Location: \_\_\_\_\_

Deadline for Additional Information from Grievant: \_\_\_\_\_  
(Within 3 working days of the Conference)

Decision Due Date: \_\_\_\_\_ Notice of Appeal Deadline: \_\_\_\_\_  
(Within 5 working days of the Conference) (Within 10 working days of the Decision/Decision Due Date)

**Second-Level Appeal (Part III)**

**Date Appeal Received:** \_\_\_\_\_

**Notice of Receipt:** \_\_\_\_\_

(Within 3 working days of receipt)

**Appeal Conference Date:** \_\_\_\_\_

(Within 10 working days of receipt)

**Summary Sent to the Board:** \_\_\_\_\_

(Within 3 working days of receipt)

**To be completed by the Chancellor/Designee**

**Date of Conference:** \_\_\_\_\_

**Time:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Deadline for Additional Information from Grievant:** \_\_\_\_\_

(Within 3 working days of the Conference)

**Decision Due Date:** \_\_\_\_\_

(Within 5 working days of the Conference)

**Notice of Appeal Deadline:** \_\_\_\_\_

(Within 10 working days of the Decision/Decision Due Date)

**Appeal to the Board (Part IV)**

**Date Received:** \_\_\_\_\_

**Time:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Notice of Receipt to Grievant:** \_\_\_\_\_

(Within 5 working days of receipt)

**Information Forwarded to the Board:** \_\_\_\_\_

(Within 5 working days of receipt)

**Board Appeal Conference Date:** \_\_\_\_\_

(Next Board Meeting at Least 15 Days Away)

**To be completed by the Board Chair**

**Date of Hearing:** \_\_\_\_\_

**Time:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Decision Due Date:** \_\_\_\_\_

(Within 30 working days of Appeal Conference Date)

**Signature:** \_\_\_\_\_