



TRUMBULL COUNTY
EDUCATIONAL
SERVICE CENTER

GRIEVANCE FORM

An employee who believes a grievance has occurred shall first discuss it with his/her immediate supervisor with the objective of resolving the matter informally. This discussion should take place within the timeline outlined in the appropriate association agreement. If the grievance is not resolved informally through this discussion, the employee shall use this form to file the grievance in accordance with the timelines outlined in the appropriate association agreement.

SUPERINTENDENT LEVEL

Name of Grievant(s): _____

Position: _____ Department: _____

Date of the Occurrence: _____ Date of Filing: _____

Provision of the contract allegedly violated, misinterpreted or misapplied:

Article: _____ Section: _____ Page: _____

Concise statement of facts upon which grievance is founded: _____

Remedy sought: _____

INFORMAL RESOLVE (Grievant's Discussion with Immediate Supervisor)

Please provide the details of the discussion that took place with the immediate supervisor prior to filing this form.

Supervisor Name: _____ Discussion Date: _____

Outcome of Discussion: _____

Grievant(s) Signature: _____ Filing Date: _____

SUPERINTENDENT'S RESPONSE (Completed by Superintendent/Designee)

Date of hearing on written grievance (within 10 days of receipt): _____

Written explanation of the action taken by the Superintendent/Designee (within association agreement timeline):

Superintendent/Designee Signature: _____ Date: _____

APPEAL OF SUPERINTENDENT’S DECISION: GOVERNING BOARD LEVEL

If the grievant is not satisfied with the Superintendent’s/Designee’s response, the grievant shall notify the Treasurer of the Board within the timeline specified in the appropriate association agreement.

A signature on the line below and delivery to the Treasurer indicates that the grievant would like the grievance taken to the TCESC Governing Board.

Grievant’s Signature: _____ Date: _____

The Treasurer will notify grievant if Governing Board will hear the grievance. Both notification and hearings will take place within the timeline specified in the appropriate association agreement.

BOARD RESPONSE (Completed by Governing Board)

Date of hearing on written grievance: _____

Written explanation of the action taken by the Governing Board (within association agreement timeline):

Governing Board President’s Signature: _____ Date: _____

The TCESC Governing Board denies the grievant(s)’ request to hear the appeal.

Treasurer’s Signature: _____ Date: _____

ARBITRATION LEVEL

The association and the TCESC Governing Board shall jointly petition the American Arbitration Association within 10 days of receipt.

The association grievance committee officially notifies the board of intent to submit the issues to arbitration (within 10 days after the Governing Board’s response). Date Received: _____

Attach copies of any additional material related to this grievance.