

SCLEA

**MEMORANDUM OF UNDERSTANDING
GRIEVANCE FORM**

For use only to process a grievance under the Grievance Procedure established in Article 30 of the **Sonoma County Law Enforcement Association** Memorandum of Understanding for employees in the Law Enforcement and Corrections/Probation Supervisory and Non-supervisory bargaining units.

NAME	JOB CLASSIFICATION
DEPARTMENT/DIVISION	
ASSOCIATION	

STEP I

AN INFORMAL DISCUSSION WITH YOUR IMMEDIATE SUPERVISOR
Before completing the remainder of this form, an informal discussion with your immediate supervisor must take place within **ten (10)** days from the date of the action causing the grievance. (Section 30.6)

SUPERVISOR'S NAME	TITLE
DATE DISCUSSION HELD	DATE OF SUPERVISOR'S RESPONSE

STEP II

IF THE GRIEVANCE WAS NOT RESOLVED AT STEP I, STATE IT IN WRITING AT THIS STEP AND SUBMIT THIS FORM TO YOUR IMMEDIATE SUPERVISOR WITH A COPY TO THE COUNTY'S EMPLOYEE RELATIONS MANAGER WITHIN **FIVE (5)** DAYS AFTER RECEIPT OF THE IMMEDIATE SUPERVISOR'S RESPONSE FROM STEP I. (Section 30.7)

DESCRIBE GRIEVANCE (If more space is needed, use additional paper.)

DATE(S) OF INCIDENT(S)	
M.O.U. ARTICLE VIOLATED	
REQUESTED SOLUTION	
EMPLOYEE'S SIGNATURE	DATE

SUPERVISOR'S DECISION

SIGNATURE

DATE

STEP III

IF THE GRIEVANCE WAS NOT RESOLVED AT STEP II, THE ASSOCIATION MAY APPEAL THE DECISION TO THE NEXT HIGHER LEVEL OF SUPERVISION (IDENTIFIED BY THE DEPARTMENT HEAD) AND TO THE DEPARTMENT HEAD, WITH A COPY TO THE EMPLOYEE RELATIONS MANAGER WITHIN **SEVEN (7)** DAYS AFTER RECEIPT OF THE WRITTEN RESPONSE AT STEP II. (30.9)

DATE OF APPEAL

EMPLOYEE'S SIGNATURE

DEPARTMENT HEAD'S RESPONSE

SIGNATURE

DATE

If the grievance was not settled at Step III, contact your Association representative regarding an appeal option.