**Sonoma County Junior College District**

**GRIEVANCE FORM**

Name of Grievant: Date:

Department: Position and Title:

Supervisor:

Situation Occurred: Time: Place:

What article of the contract was violated, misinterpreted or misapplied?

 Article: Article Title:

SEIU reserves the right to add additional articles relevant to this grievance if they are discovered in the course of settling this grievance.

**I. Circumstances of Grievance**

[Insert response.]

**II. In what way have you been affected adversely?**

[Insert response.]

**III. What remedy do you propose?**

[Insert response.]

**IV. Have you made an effort to resolve the problem informally?** Yes

If yes, please describe (including date of conference, participants, and decisions rendered).

[Insert response.]

Grievant is an individual represented by SEIU Local 1021.

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Name of Grievant (PRINT) Name of Employee’s Representative (PRINT)

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Signature of Grievant Signature of Employee’s Representative

**OR**

Grievant is SEIU Local 1021 on behalf of a group of represented individuals.

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Name of SEIU Representative (PRINT)

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Signature of SEIU Representative

Original: Vice President, Human Resources

Copy: [Insert Manager, Steward, etc.]