



GRIEVANCE FORM



Columbus State Community College – Ohio Education Association / CSEA

Date: _____

Grievant(s) Name: _____

To Be Assigned By Human Resources
Grievance #: -- --

Work Phone: _____

Job Classification: _____ Home Phone: _____

Department: _____ Work Location _____

Chairperson: _____ Association Rep. _____

Date of Occurrence: _____

Has the Grievance been discussed with the Department Chair? Yes No

If yes, when:

Contract article(s) allegedly violated:

Please List All Witnesses:

Statement of facts (who, what, where, when?):

Remedy sought:

Grievant Signature

Date

Step 1: Department Chairperson

Date received: _____

Date discussed: _____

Date of response: _____

Response by department chairperson:

A faculty member(s), having a grievance shall first attempt to resolve it informally with his/her Chairperson within 10 days of the event, but in no case later than 30 days after the event. Within 7 days after the faculty member has met with the Chairperson, the Chairperson shall respond to the Attendees and the Association in writing. No resolution shall be formalized unless approved by the Association and the Executive Director of Human Resources or his/her designee.

See attached response

Signature: _____
(Department Chairperson)

Date: _____

Accepted

Rejected

Association Representative

Date

Step 2: Executive Director of HR / Provost or designee

Date received: _____

Date of meeting: _____

Date of response: _____

Signature: _____
(Executive Director of HR / Provost or designee)

Date: _____

If appealing to Step 2, the Association submits within 10 days of receipt of the Step 1 response or the date such answer was due, whichever is earlier.

See attached response

Accepted

Rejected

Association Representative

Date

Note: If the parties agree to Mediation, the time lines to file a grievance at Arbitration (Step 4) shall be extended until the outcome of the mediation.

Date: _____

Note: If you are appealing beyond Step 1, a legible copy of the grievance form must be attached to the appeal, and all previous step responses must be attached.