



# 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.