

**SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT GRIEVANCE FORM**  
 (Give copies of all documents to necessary personnel at each stage, attach additional sheets as needed)

Name of Grievant	Work Site/Phone	Job Title	Dept/Grade	Assn. Designated Agent/Phone	Date Presented
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**Statement of Grievance:** I hereby claim that the District has violated the SMMUSD-SMMCTA Agreement as follows:

- a. Cite Contract Article and Section Numbers violated:
- b. Clearly and concisely state the nature of the grievance:

**Remedy Sought:**

- a. I request the District to remedy the complaint as follows:

**Informal Stage:**

Meeting Date: \_\_\_\_\_

Grievance Settled	Grievance Withdrawn	Grievance moved to formal Step 1
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See attached response from the appropriate administrator, due within two working days of meeting date above.  
 (Response received by grievant on \_\_\_\_\_. Grievant's initials \_\_\_\_\_.)

**FORMAL STEP 1** (The Union requests a Formal Step 1 meeting no more than ten (10) working days from the informal grievance response. Date Formal Step 1 meeting is requested \_\_\_\_\_. Adm. Initials \_\_\_\_\_)

Meeting date \_\_\_\_\_ (to be within three (3) working days of receipt of Formal Step 1 grievance.)  
 In Attendance: \_\_\_\_\_

Grievance Settled	Grievance Withdrawn	Grievance moved to formal Step 2
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(See attached response from the appropriate administrator, due within three (3) working days of meeting date above.  
 Response received by grievant on \_\_\_\_\_. Grievant's initials \_\_\_\_\_.)

**FORMAL STEP 2** (The Union requests a Formal Step 2 meeting no more than three (3) working days from Formal Step 1 grievance response. Date Formal Step 2 meeting is requested \_\_\_\_\_. Receiver's initials \_\_\_\_\_)

Meeting date \_\_\_\_\_ (to be within five (5) working days of receipt of Formal Step 2 grievance.)  
 In Attendance: \_\_\_\_\_

Grievance Settled	Grievance Withdrawn	Grievance moved to grievance committee for decision on arbitration
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(See attached response from the appropriate administrator, due within three (3) working days of meeting date above.  
 Response received by grievant on \_\_\_\_\_. Grievant's initials \_\_\_\_\_.)

**ARBITRATION** (within fifteen (15) working days of the Formal Step 2 response. The SMMCTA grievance committee makes a recommendation regarding arbitration. Date Union notified District \_\_\_\_\_.)

Date Arbitration Sought: \_\_\_\_\_  
 Date Arbitration Settled \_\_\_\_\_  
 Date Grievance Withdrawn \_\_\_\_\_

