

**Beverly Hills Unified School District**

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**GRIEVANCE FORM**

**This form is for informational purposes only. Please refer to Article X – Grievance Procedures for controlling language.**

Grievant: \_\_\_\_\_ Site: \_\_\_\_\_

Article(s)/Section(s) Grievied: \_\_\_\_\_ Date of Occurrence: \_\_\_\_\_

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**STEP ONE – Informal Conference**

**(Within fifteen working days after occurrence or act of omission giving rise to the alleged grievance, or when the grievant could reasonably be expected to know of the event which gives rise to the grievance.)**

Date of Conference: \_\_\_\_\_ Persons \_\_\_\_\_ in \_\_\_\_\_ Attendance: \_\_\_\_\_

\_\_\_\_\_

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*Description of grievance attached to form. (Attached at Step Two)*

**STEP TWO – Conference with Immediate Supervisor**

**(If grievance is not settled by a decision at Step One, the grievant may submit the grievance in writing to his/her immediate supervisor within five working days of the informal conference at Step One. A meeting shall be scheduled within five working days. Supervisor shall issue a written decision on the grievance within five working days.)**

Date Grievance Received: \_\_\_\_\_ Date \_\_\_\_\_ of \_\_\_\_\_ Conference: \_\_\_\_\_

Date of Written Decision: \_\_\_\_\_ Persons \_\_\_\_\_ in \_\_\_\_\_ Attendance: \_\_\_\_\_

*Step Two written decision attached to form.*

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**STEP THREE – Conference with Assistant Superintendent of Human Resources**

**(If grievance is not settled by a decision at Step Two, the grievant may submit the grievance in writing to the Assistant Superintendent of Human Resources within five working days of the decision at Step Two. A meeting shall be scheduled within five working days. The Assistant Superintendent of Human Resources shall issue a written decision on the grievance within five working days.)**

Date Grievance Received: \_\_\_\_\_ Date \_\_\_\_\_ of \_\_\_\_\_ Conference: \_\_\_\_\_

Date of Written Decision: \_\_\_\_\_ Persons \_\_\_\_\_ in \_\_\_\_\_ Attendance: \_\_\_\_\_

*Step Three written decision attached to form.*

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**STEP FOUR – Conference with Superintendent**

**(If grievance is not settled by a decision at Step Three, the grievant may submit the grievance in writing to the Superintendent within five working days of the decision at Step Three. A meeting shall be scheduled within five working days. The Superintendent shall issue a written decision on the grievance within five working days.)**

Date Grievance Received: \_\_\_\_\_ Date \_\_\_\_\_ of \_\_\_\_\_ Conference:

Date of Written Decision: \_\_\_\_\_ Persons \_\_\_\_\_ in \_\_\_\_\_ Attendance:

***Step Three written decision attached to form.***

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Distribution:      Original – Human Resources      Copy – Grievant      Copy – Supervisor