

APPENDIX L

**FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE GRIEVANCE**

In accordance with Chapter XVI of the Foothill-De Anza Community College District Administrators Handbook, an administrator wishing to file a formal grievance must complete this form and present it to the immediate supervisor of the person occasioning the grievance. If the president is the person accused of occasioning the grievance, the grievant will submit this form to the Chancellor. A copy of Chapter XVI of the Administrators Handbook is attached to this form.

Name: _____

Position Title: _____

Location: FH DA CS District Phone #: ____-____-____ Date: _____

Supervisor: _____ Title: _____

Statement of Grievance:

1. Please state your grievance. (Be specific regarding dates, times, etc.):

2. Identify the specific District policy (Policy # or Handbook Chapter) that was violated, misinterpreted, or misapplied to you. _____

3. Explain in what manner you have been treated unfairly or adversely affected by the violation, misinterpretation or misapplication of the specific District policy identified in #1:

4. Is this grievance brought against a specific individual? If yes, who is the grievance brought against?

Notice of Administrative Grievance

Informal Resolution: Before filing a formal, written grievance, the grievant must attempt to resolve the grievance by an informal conference with the person directly involved or occasioning the grievance. Please explain your attempt to resolve this grievance informally.

Proposed Remedy: Please state the remedy you propose that would resolve this grievance:

Grievant's Signature: _____ Date: _____

Response: Level I _____ Level II _____ Level III _____ Level IV _____

Respondent's Signature: _____ Date: _____