



Exhibit B

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
CONTINUING EDUCATION FACULTY ASSOCIATION
STATEMENT OF GRIEVANCE FORM

Grievance: _____

EMPLOYEE NAME:	DEPARTMENT:
SPECIFIC ARTICLES AND SECTIONS ALLEGED TO HAVE BEEN VIOLATED:	
Employee's statement of alleged violation and grievance. What is the factual contention; what has occurred? Provide full facts necessary to support your position:	
STATE FULL RELIEF, REMEDY, ACTION YOU BELIEVE REQUIRED TO RESOLVE THIS ALLEGED GRIEVANCE:	
Date of Alleged Grievance:	Date of Filing of this Statement:
Date of Informal Discussion: Level 1	Date of Oral/E-mail Response:

LEVEL ONE/Written Statement of Grievance Form must be attached and filed with immediate supervisor.	LEVEL ONE
IMMEDIATE SUPERVISOR DECISION ON ALLEGED GRIEVANCE: * (Decision due within 10 days of meeting or within 20 days after receipt of the grievance.)	DATE OF RECEIPT:
	DATE OF RESPONSE:
	GRIEVANCE RESOLVED:
	GRIEVANCE DENIED:
LEVEL TWO (Appeal must be submitted within 10 days of written decision at Level One)	LEVEL TWO
APPROPRIATE VICE PRESIDENT DECISION ON ALLEGED GRIEVANCE: (Written decision due within 10 days of meeting or within 10 days after receipt of the appeal.)	DATE OF RECEIPT:
	DATE OF RESPONSE:
	GRIEVANCE RESOLVED:
	GRIEVANCE DENIED:
LEVEL THREE (Appeal must be submitted within 10 days of written decision at Level Two)	LEVEL THREE
CHANCELLOR OR DESIGNEE, DECISION ON ALLEGED GRIEVANCE: (Written decision due within 10 days of meeting or within 10 days after receipt of the appeal.)	DATE OF RECEIPT:
	DATE OF RESPONSE:
	GRIEVANCE RESOLVED:
	GRIEVANCE DENIED:
LEVEL FOUR/ARBITRATION (Must be filed within 10 days with the concurrence and participation of CEFA)	LEVEL FOUR
DATE OF CEFA REQUEST FOR BINDING ARBITRATION:	DATE OF RECEIPT BY DISTRICT:
SIGNATURE OF AUTHORIZED CEFA REPRESENTATIVE:	DATE OF ARBITRATOR'S DECISION:
ATTACH ARBITRATOR'S DECISION.	1. Attach all responses to this form at all levels. 2. Maintain two (2) copies (one for Employee, one for District). 3. Time is of the essence at every step.

* Definition: Per Article: 8.1.3: A "day"...is any day on which the central administrative office of the District is regularly open for business.

Revised 1/08/05sas