



## APPENDIX J ADMINISTRATIVE GRIEVANCE

In accordance with Chapter 19 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. ***Please refer to Chapter 19 of this Handbook.***

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Name: \_\_\_\_\_

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

Position Title: \_\_\_\_\_

Location: FH    DA    CS

District Phone: \_\_\_\_\_

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: \_\_\_\_\_

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**Response:** Level I \_\_\_\_\_ Level II \_\_\_\_\_ Level III \_\_\_\_\_ Level IV \_\_\_\_\_

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Respondent's Signature: \_\_\_\_\_

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