

**APPENDIX B
LINCOLN PUBLIC SCHOOLS
LINCOLN EDUCATION ASSOCIATION
GRIEVANCE FORM**

Case No. _____

Certificated Employee's Name _____ School or Unit _____

Assignment _____
Grade(s) and Subject(s) _____

INFORMAL STEP

(Within 20 working days of occurrence)

Discussed orally with supervisor Yes No Supervisor response within 5 days Yes No
Grievance Resolved Yes No Request for Step 1 Yes No

STEP 1

(Within 20 working days of the occurrence)

Date of Informal Discussion _____

Date of Violation _____ Date Grievance Filed _____

Classification of grievance

- Claims of a violation of Board policy, State Statute, administrative directives or regulations which affect employees' work-grievable through Step 3
- Other alleged violation or misapplication of any specific provision of the Professional Agreement.

Nature of Grievance (Include Who, What, Where) _____

Specific Provision(s) in Question (Policy Number-Handbook-Negotiated Agreement Section) _____

Specific Relief Sought _____

Signature of Certificated Employee and/or LEA Representative

Date

DISPOSITION BY PRINCIPAL OR DEPARTMENT SUPERVISOR

Date Received _____ Date Meeting Held (within 5 working days of receipt) _____

Response (within 5 working days of meeting)

- Copy to:
 Superintendent
 Assistant Superintendent, Human Resources
 LEA
 Supervisor, Employee Relations

Signature of Principal or Department Supervisor _____ Date _____

Grievance Resolved: Yes No Appealed to Step 2: Yes No

Signature of Certificated Employee and/or LEA Representative _____ Date _____

STEP 2
(Within 5 working days from receipt of response to Step 1)
File with Asst. Supt. Human Resources

Date Received _____ Date Meeting Held (within 5 working days of receipt) _____

DISPOSITION BY ASSISTANT SUPERINTENDENT HUMAN RESOURCES
(Within 5 working days after meeting)

Response _____

- Copy to
 Superintendent
 Assistant Superintendent, Human Resources
 LEA
 Supervisor, Employee Relations

Signature of Assistant Superintendent of Human Resources _____ Date _____

Grievance Resolved: Yes No Appealed to Step 3: Yes No

Signature of Certificated Employee and/or LEA Representative _____ Date _____

STEP 3

(Within 5 working days from receipt of response to Step 2)
File with Supt. of Schools

Date Received _____ Date Meeting Held (within 5 days of receipt) _____

DISPOSITION BY SUPERINTENDENT

(Within 5 working days after meeting)

Response _____

Copy to:

- Superintendent
- Assistant Superintendent, Human Resources
- LEA
- Supervisor, Employee Relations

Superintendent's Signature

Date

Grievance Resolved: Yes

No

Appealed to Step 4 (see note below):

Yes

No

Signature of Certificated Employee and/or LEA Representative

Date

Note: Claims of a violation of Board policy, State Statute, administrative directives or regulations which affect employees' work, shall be grievable through Step 3. Any such grievances which remain unresolved after Step 3 may be appealed to the Board of Education, which shall act in a timely fashion to arrange a hearing before the Board. Such claims are not arbitrable.

Other grievances may continue to Step 4.

Date Appealed to the Board _____ Hearing Date _____

Disposition by Board _____

STEP 4

REQUEST FOR ARBITRATION

(Submit request to Supt. of Schools within 10 working days of Step 3 response)

Date of Request _____ Date Received _____

Superintendent's Signature _____ Date _____

Date of receipt of decision by Superintendent _____

Superintendent's Signature _____ Date _____

Date of receipt of decision by the LEA Executive Director (if represented by LEA) _____

Executive Director's Signature (if represented by LEA) _____ Date _____

Attach disposition by arbitrator.

Thirty (30) calendar days after the receipt by the Superintendent and the Executive Director/Employee of the arbitrator's award, the decision of the arbitrator shall become final unless it has been specifically overturned by the Board of Education at an official meeting of the Board.

If Board action occurs, attach a copy of the Board minutes.