

APPENDIX

A1.[FORM] FACULTY GRIEVANCE FORM

NOTE: Prior to a faculty member initiating the grievance procedure, an informal review shall take place between the faculty member and his/her first level manager (See Article 19, Section O)

1.Name of Grievant _____ College _____
Department/Division: _____ Immediate Supervisor _____
Grievant's Address: _____
Phone: _____ Home Phone: _____

2.Article Grieved _____ Section _____ Paragraph _____
Date of Violation _____ Date Filed _____

3.Statement of Grievance (Attach additional page(s) if necessary):

Note: All grievances pertaining to District Office problems and procedures, i.e., salary placement; payment of salary; fringe benefits; sick leave accrual; credentialing; personnel files; seniority; retirement, shall go directly to Step 2. All other grievances shall follow the informal and formal review process.

4.Relief, Remedy Action Sought (Attach additional page(s) if necessary):

Signature _____ Date _____

Step 1: First-Level Manager's Response

NOTE: Within ten (10) working days after the first level manager's response to the INFORMAL REVIEW, the faculty member may file a formal written grievance with the College President on the Faculty Grievance form if it is within seventy-seven (77) working days after the grievant knew of the condition on which this grievance is based.

Within ten (10) working days after receiving the written grievance, a conference including the grievant, the Federation representative, the College President, and the appropriate manager(s) shall be held.

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Within seven (7) working days of the conference, a written decision including appropriate reasons shall be rendered by the College President.

Date of first contact to consider grievance _____

Response (Attach additional page(s) if necessary):

Signature _____ Date _____

Step 2: Vice-Chancellor's Response

Within ten (10) working days after receipt of the written decision of the College President, the grievant may forward a copy of the Faculty Grievance Form to the Vice Chancellor of Human Resources and Employee Relations for further review, if he/she is not satisfied with the College President's decision.

NOTE: Within ten (10) working days of receipt of the request for further review, a conference including the grievant, the Federation representative, the College President or designee, and the Vice Chancellor of Human Resources and Employee Relations shall be held.

Within seven (7) working days of the conference, a written decision including appropriate reasons shall be rendered by the Vice Chancellor of Human Resources and Employee Relations.

Date of Step 2 Filing _____

Date of Step 2 Conference _____

Response (Attach additional page(s) if necessary):

Signature _____ Date _____

Step 3: Chancellor's Response

Within ten (10) working days after receipt of the written decision of the Vice Chancellor of Human Resources and Employee Relations, the grievant may forward a copy of the Faculty Grievance Form to the Chancellor for further review, if he/she is not satisfied with the Vice Chancellor of Human

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Resources and Employee Relations' decision.

NOTE: Within ten (10) working days of receipt of the request for further review, a conference including the grievant, the Federation representative, the College President or designee, the Vice Chancellor of Human Resources and Employee Relations, and the Chancellor shall be held.

Within seven (7) working days of the conference, a written decision including appropriate reasons shall be rendered by the Chancellor.

Date of Step 3 Filing _____

Date of Step 3 Conference _____

Response (Attach additional page(s) if necessary):

Signature _____ Date _____

Step 4a:

If the Federation is not satisfied with the decision at Step 3, the Federation, with the concurrence of the District, may appeal the decision from Step 2 to mediation or other dispute resolution methods. If a conclusion is reached that is agreeable to both parties, the resolution will be binding.

The PFT wishes to appeal the decision to the Center for Dispute Resolution.

Signature _____ Date _____

OR:

Step 4b:

If the Federation or District elects not to utilize an alternative dispute resolution method, the Federation shall have the right to refer the matter to binding arbitration. A request for binding arbitration must be submitted to the Chancellor within thirty (30) working days of the written decision of the Chancellor after his/her review as provided in Step 3. (This requirement will be held in abeyance from June 1 through September 1.)

Signature _____ Date _____

Arbitrator's Decision (See attached) _____ Date _____

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PERALTA COMMUNITY COLLEGE DISTRICT
OFFICE OF HUMAN RESOURCES

A2. [FORM] RESIGNATION

Instructions:

1. Employee has ten (10) working days to rescind this action.
2. Give this completed form to the College President.
3. Upon receipt, College President--forward a copy to PFT.

NAME _____

COLLEGE _____

1. I hereby resign from all positions or assignments held by me as an employee of the Peralta Community College District as of:

Effective date of resignation: _____

2. Reason (Optional)

3. You may request an exit interview with the Director of Employee Relations. At such an interview, you can obtain information about health benefits, TSA Accounts, retirement rights, insurance programs, etc.

I request an exit interview: Yes No

4. Completion of this form does not constitute an application for withdrawal of your retirement allowances. It is the employee's responsibility to complete and submit the necessary documents which may be obtained from either the Human Resources Department at 333 East 8th Street, Oakland, Ca 94606 or from the STRS Office at 313 West Winton Avenue, Hayward, CA 94544-1198 or, if applicable, from the PERS office at 350 McAllister Street, Room 3248, San Francisco, CA 94102.
5. I have received information pertaining to COBRA Benefits (Consolidated Omnibus Budget Reconciliation Act), and I have received a copy of this form for my records.

The Peralta Federation of Teachers recommends that you:

1. Contact the PFT before submitting this form to discuss your current and future rights under the education code and the PCCD/PFT contract, and
2. Discuss the financial implications of your resignation with a STRS (or PERS, if applicable) counselor before signing this form. Your resignation will seriously affect your future retirement, health and insurance benefits.

Signature _____ Date _____

Note: When possible, a faculty member should give 30 days advance notice of resignation prior to the beginning of a semester.

