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You will write on the copied form, not this blank one.

Chelmsford Public Schools

User's Guide for Article 3 Section 3-02 Grievance Procedure from the 2013-2016 Agreement between The Chelmsford School Committee and The Chelmsford Federation of Teachers

Section 3-02	Timeline (Dates)
Level 1 A A) Employee talks informally with supervisor within 5 school days of grievable situations. Employee informs the supervisor that the informal discussion is a pre-grievance discussion.	
Level 1-B A) If the issue is not resolved in the informal discussion, the employee files Form A with the supervisor (within 5 school days after informal discussion). Supervisor or administrative assistant records the date/time received on the form. B) Supervisor meets with employee within 5 school days C) If the issue is not resolved in the meeting, the supervisor shares the decision with the employee within 10 school days or lets 10 school days go by with no decision.	
Level 2 A) If the employee is not satisfied with the supervisor's response, the employee files a grievance with the superintendent within 10 school days of receipt of supervisor's response or the elapsed 10 school days. The employee will submit a copy of the original grievance form with a copy of the supervisor's response. The superintendent or administrative assistant records the date/time received on the form. B) The superintendent will meet with the employee within 5 school days. C) If the issue is not resolved in the meeting, the superintendent shares the decision with the employee within 5 school days.	
Level 3 A) If the employee is not satisfied with the superintendent's response, the employee files a grievance with the School Committee within 10 school days of the Superintendent's decision. The employee will submit a copy of the original grievance form with a copy of the supervisor's and superintendent's response via the superintendent or administrative assistant who records the date/time received on the form. B) The School Committee meets with the employee within 10 school days. C) If the issue is not resolved in the meeting, the school committee shares the decision with the employee within 5 school days.	
Level 4 A) If the employee is not satisfied with the School Committee's response and the Union Grievance Committee agrees, the employee/CFT submits grievance for arbitration within 20 school days following the notice of the school committee's decision and/or within 20 school days following the meeting with the School Committee, whichever is sooner. <i>Prior to going to arbitration, the employee will meet with the CFT Executive Board to discuss moving to arbitration.</i> B) Arbitration shall be commenced by receipt of a written demand for arbitration by the American Arbitration Association in Boston, MA and by the School Committee.	

EXHIBIT A

Received by: admin fills this out

Date: date rcvd by admin

GRIEVANCE FORM, LEVEL _____

Grievant _____ Date _____

Work Site _____ Job Classification _____

Grievance filed with _____ Job Classification _____

Identify the date(s) alleged incident(s) occurred. Specific facts that led to the grievances, and witness(es), if any.

Article(s), policy(ies) and or practices violated:

...and any other articles which may apply.” _____

Remedy sought:

Signed: _____

Date Signed _____

Grievant

For the Union:

Copy to: Employee/Grievant, Grievance Committee