United Teachers of Pasadena

Grievance Procedure—Informal Level

The purpose of completing this form is to assure that the UTP member and immediate supervisor have made a good faith effort to resolve the alleged contract violation at the lowest administrative level.

Name of UTP Member: ____________________________
Job Title of UTP Member: ____________________________ Work Location: ____________________________
Name of Immediate Supervisor: ____________________________
Date Informal meeting was requested: ____________________________
Date of Informal meeting: ____________________________ Location of meeting: ____________________________
Time: From __________ To __________
Specific provision(s) of the contract alleged to have been violated (Article and Section numbers): The violations include but are not limited to ____________________________

Topic(s) Discussed:

__________________________

Resolution Reached?: □ Yes (specify resolution below) □ No
Agreed-upon Resolution:

__________________________

__________________________

Signature of UTP Member Date Signature of Immediate Supervisor Date

Signature of UTP Site Representative Date

Make two (2) originals – one for the UTP Member and one for the Immediate Supervisor

Copy to: □ Site Rep □ UTP Contract Management Chair □ District Grievance Officer
United Teachers of Pasadena

Grievance Procedure—Formal Level One (1)

Grievance submitted by UTP on behalf of: ________________________________

Job Title of UTP Member: ___________________ Work Location: ___________________

Name of Immediate Supervisor: ________________________________

Date of Informal Level meeting: ________________________________

Result(s) of Informal Level meeting: ________________________________

Specific provision(s) of the contract alleged to have been violated (Article and Section numbers): The violations include but are not limited to ________________________________

Date(s) & time(s) of alleged violation(s): ________________________________

Statement of Grievance: ________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Specific Remedy Sought: ________________________________

________________________________________________________________________

Submitted to: ________________________________ Date: ________________________________

(Name of Immediate Supervisor)

Signature of UTP Member ________________________________ Date ________________________________

Signature of UTP Contract Management Chair ________________________________ Date ________________________________

Copy to: □ UTP Member □ Site Rep □ UTP President □ CTA Staff

□ District Grievance Officer □ Other
Pasadena Unified School District

Grievance Case No.

Formal Level One (1)—Immediate Supervisor’s Response

Date of receipt of Formal Level One (1) Grievance: ____________

Response to the grievance: ______________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

Signature of Immediate Supervisor ____________________________ Date __________

Formal Level One (1) Grievance must be attached to this response.

Copy to: ☐ UTP Member ☐ Site Rep ☐ UTP Contract Management Chair
☐ UTP President ☐ CTA Staff ☐ District Grievance Officer ☐ Other
United Teachers of Pasadena  
Grievance Procedure-Formal Level Two (2)  

Grievance submitted by UTP on behalf of: ________________________________

Job Title of UTP Member: ________________________________ Work Location: ________________________________

Name of District Grievance Officer: ________________________________

Date of Informal Level meeting: ________________________________

Date of Formal Level One (1) meeting: ________________________________

Date of receipt of Formal Level One (1) Response: ________________________________

Specific provision(s) of the contract alleged to have been violated (Article and Section numbers): The violations include but are not limited to ________________________________

Date(s) & time(s) of alleged violation(s): ________________________________

Statement of Grievance: ________________________________

__________________________  
______________  
______________  
______________

Specific Remedy Sought: ________________________________

Submitted to: ________________________________ Date: ________________________________

(District Grievance Officer)  
__________________________  
______________  
______________  
______________

Signature of UTP Member Date  
Signature of UTP Contract Management Chair Date

Formal Level One (1) Grievance and the Immediate Supervisor's Response must be attached to this grievance.

Copy to: □ UTP Member □ Site Rep □ UTP President □ CTA Staff
□ Immediate Supervisor □ Other
Pasadena Unified School District

Formal Level Two (2)—District Grievance Officer’s Response

Date of receipt of Formal Level Two (2) Grievance:

Response to the grievance:

_____________________________________________________________

_____________________________________________________________

_____________________________________________________________

_____________________________________________________________

_____________________________________________________________

_____________________________________________________________

_____________________________________________________________

Signature of District Grievance Officer ______________________ Date __________

Formal Level One (1) Grievance, the Immediate Supervisor’s Response, and the Formal Level Two (2) Grievance must be attached to this response.

Copy to: □ UTP Member □ Site Rep □ UTP Contract Management Chair

□ UTP President □ CTA Staff □ Other
United Teachers of Pasadena

Grievance Procedure—Formal Level Three (3)

Proposal for Local Grievance Resolution

Date of receipt of Formal Level Two (2) Grievance Response: ________________

As set forth in Article V, Grievance Procedure, Section 5.3.3.2, “If a grievance is not resolved at Formal Level Two, the two parties may mutually agree to implement the "local grievance resolution process" as contained in Section 5.3.4.”

United Teachers of Pasadena, on behalf of ________________________________, proposes to subject this grievance to the local grievance resolution process.

________________________________________
Signature of UTP Contract Management Chair Date

The District hereby agrees to subject the grievance to the local grievance resolution process.

________________________________________
Signature of District Grievance Officer Date

Submitted to: ________________________________ Date: ________________
(District Grievance Officer)

Formal Level One (1) Grievance, Formal Level Two (2) Grievance, and their respective responses must be attached to this proposal.

Copy to:

□ UTP Member □ Site Rep □ UTP President □ CTA Staff
□ Immediate Supervisor □ Other
United Teachers of Pasadena

Grievance Procedure - Level Four (4)

Notice to Proceed to Arbitration

United Teachers of Pasadena hereby notices the District of its intent to submit the grievance to binding arbitration.

Signature of UTP Contract Management Chair                  Date

Submitted to: (District Grievance Officer)                      Date:

Formal Level One (1) Grievance, Formal Level Two (2) Grievance, and their respective responses, and the Proposal for Local Grievance Resolution must be attached to this notice.

Copy to: □ UTP Member  □ Site Rep  □ UTP Executive Board  □ UTP President
□ CTA Staff  □ Immediate Supervisor  □ HR Chief  □ Other