

Imperial Valley College California Teachers Association (CTA)  
GRIEVANCE FORM  
Grievant # To be completed by CTA representative.

**TO FILE A GRIEVANCE, YOU MUST FILL IN ALL OF THE BLANKS, EXCEPT AS NOTED**

Date: Today's Date.

Name of CTA employee: First and Last Name.

Work phone: Phone number you can be reached at.

**Instructions: Please refer to Article 12 of the CTA Contract for information on the processing of grievances. There are time limitations that must be followed in order to file a grievance: "Within twenty (20) workdays after the grievant knew or could reasonably have known of the event or condition upon which the alleged grievance is based..." Please contact your CTA Faculty Representative before preceding to speak with the appropriate supervising administrator about your grievance. Calling the union after the fact, could materially affect the outcome of your grievance. This form is for CTA use only in obtaining all the information necessary to file a grievance. The contract can be found at [www.ivccta.com](http://www.ivccta.com).**

- A. State the specific contract Article and section(s) violated, misapplied, or misinterpreted.

Page of contract that is referred to: Page of contract referring to.

Article and section of the contract that is referred to: Article Number: and Section.

Contract concept that was violated, misapplied or misinterpreted:

In article and section just cited, what was misapplied in your case?.

- B. Statement of Grievance (specifically how the contract was violated, misinterpreted, or misapplied):  
In your own words describe the violation.

Date of the most recent contract violation: Date of the violation.

- C. Remedy requested (be specific)  
The remedy you are seeking.

Signature of Grievant: \_\_\_\_\_ Date: