

Imperial Valley College California Teachers Association (CTA)
GRIEVANCE FORM
Grievant # _____ (to be filled out by CTA)

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

Date: _____

Name of CTA employee: _____

Work phone: _____

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.

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

Page of contract that is referred to: _____

Article and section of the contract that is referred to: _____

Contract concept that was violated, misapplied or misinterpreted:

B. Statement of Grievance (specifically how the contract was violated, misinterpreted, or misapplied):

Date of the most recent contract violation: _____

How was the contract violated, misinterpreted, or misapplied:

C. Remedy requested (be specific)

Signature of Grievant: _____ Date: _____