

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION

Initial Unit Member Request

Grievance No. _____

Chapter Name and No. _____

Bargaining unit employees are requested to complete this form concerning their question, problem or grievance. PLEASE BE SPECIFIC and indicate what solution you desire. Upon completion, return this form to the CSEA representative who provided it or to:

_____ at _____

Your name _____ Date _____

Home address _____

Work location _____

Work hours: From _____ to _____ No. of hours worked per day _____

Lunch time _____ Break time _____

Classification (job title) _____

Immediate supervisor _____

Home phone (_____) _____ Work phone (_____) _____

Best time to contact _____

1. What is your question, problem or grievance? (Attach additional sheet(s) if needed.)

2. Date(s) the above took place _____

3. Who have you contacted concerning the above? _____

4. What is the solution you desire? _____

Provided that the above request involves an employment relations matter between me and the employer, I request and authorize CSEA to represent me and authorize CSEA access to any records or personnel files dealing with my employment.

I have read and understand CSEA Policy 606, which is printed on the reverse side of this form.

Signature _____ Date _____

Received by (for CSEA) _____ Date _____

Copy sent to unit member by _____ Date _____

(To be completed by CSEA representative)

Action taken:

1. Replied to problem: Date _____ See attached _____
 2. Initial interview: Date _____ See attached _____
 3. Opened file: Date _____ File No. _____
 4. Referred to: _____ Date _____
 5. Other: _____
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606 INDIVIDUAL APPEAL FROM CHAPTER ACTION

Revised November 1993

- .1 **General.** Notwithstanding the provisions of Policy 605, if a Chapter refuses to provide assistance and/or request state assistance for a member confronted by a disciplinary action from the district of employment or any adverse employment condition, the member may appeal the Chapter's refusal and request assistance from the State Association.
- .2 **Chapter Action.** Requests for assistance from a member to the Chapter must be handled expeditiously to preserve the rights of the member. If the Chapter concludes that it does not desire to extend assistance to the member or request state assistance, the member will be notified accordingly and will be informed that an appeal for assistance can be made direct to the Association. Said notice shall be provided within five (5) working days of the chapter's decision, and shall outline the appeal procedure set forth below and specify the deadline for filing such appeal.

Failure on the part of the Chapter to handle a member request for assistance in an expeditious manner may be grounds for intercession by the Association without a request from the Chapter or an appeal by the member.

- .3 **Appeal Procedures by Member.** The member's appeal for assistance shall be directed to the California School Employees Association, P.O. Box 640, San Jose, California 95106, Attn: Director, Field Operations. The appeal shall be filed within ten (10) days after notification of the chapter's refusal to provide assistance, and must contain the following data:
 - .01 A detailed statement of the problem at hand.
 - .02 Date of request by member to Chapter for assistance and subsequent Chapter action and dates thereof.
 - .03 A statement of reasons as to why the member submitting the appeal believes the Association should extend assistance over Chapter objection.
- .4 **Action Upon Receipt of Appeal.** The Director, Field Operations shall cause the matter to be thoroughly and immediately investigated by a Labor Relations Representative. The investigation by the concerned LRR shall be conducted without delay and submitted to the DFO together with the conclusions and recommendations of the LRR.
- .5 **Determination After Investigation.** The appeal and report of investigation will be submitted to the President and Executive Director for determination of a course of action. If time permits, the matter will be submitted to the Board of Directors for action. If time does not permit Board consideration, the President and Executive Director will determine the course of action and cause it to be fully implemented. A report will then be rendered to the Board of Directors at its next meeting and a final report, if required, will ultimately be presented to the Board.

The appellant and concerned Chapter President will be advised of the determined course of action.

- .6 The Association recognizes the duty of fair representation for all members of a bargaining unit, as required in Government Code Section 3544.9 and existing case law, whether such persons are CSEA members, or are paying an Agency Shop fee, or neither. To underline this need and requirement and to make it clear that this section of Policy applies equally to all members of a bargaining unit, it is directed that where the word "member" appears in Policy 606 it shall be interpreted to mean all employees who are part of a bargaining unit in which CSEA (and/or its chapter) has been designated as the exclusive representative.

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION

Initial Interview Data

Employer/Chapter & No. _____ Date _____

Unit Member Name _____

Home Address _____

Work Phone _____ Home Phone _____ Best Time _____

Job Steward _____ Phone: Home _____ Work _____

Immediate Supervisor _____ Phone _____

Date of Hire _____ Classification (Job Title) _____

Work Hours: From _____ To _____ No. Hours Work Per Day _____ Lunch _____ Break _____

Time in Classification _____ Previous Classifications Held _____

What happened and when?

Where?

Were there witnesses? Who?

What was the cause?

Is this a grievance or other wrong? (What is management violating? Contract provisions, own rules, regulations or policy, unfair treatment, past practice, unilateral action, state & federal law, etc.)

What actions must employer take to correct the problem?

Additional comments (use additional sheets if necessary):
