

Grievance Review by Immediate Manager

\_\_\_\_\_  
Date Received

\_\_\_\_\_  
Signature of Immediate Manager  
Member

\_\_\_\_\_  
Date Returned to Unit

LEVEL II

- A. To Unit Member: If you concur with the action of the manager, no further action is required on your part.  
If you **do not** concur, sign and date here and send the form to the Assistant Superintendent/Human Resource Services, 211 Valle Vista, within ten (10) days, along with any additional information you have which you feel has not been considered.

\_\_\_\_\_  
Signature of Unit Member

\_\_\_\_\_  
Date

- B. Grievance Review by Asst. Superintendent/Human Resource Service \_\_\_\_\_  
Date Received

C. The Assistant Superintendent will confer with the grievant within ten (10) days.

D. Grievance Review by Immediate Manager \_\_\_\_\_  
Date received

LEVEL III – Arbitration

To the Unit Member: If you concur with the action of the Assistant Superintendent/Designee, no further action is required on your part. If you **do not** concur, sign, date, and send the grievance to the VEA Grievance Committee within five (5) days.