

**TORRANCE UNIFIED SCHOOL DISTRICT**

**GRIEVANCE**

**Level I**

TO:

\_\_\_\_\_  
School Principal or Immediate Supervisor

\_\_\_\_\_  
School or Department

**Definition:** A Grievance is defined as an alleged violation of expressed written terms of the Agreement and that, by reason of such alleged violation, an employee's rights have been adversely affected.

**The Grievance procedure is outlined in the Agreement between the Board of Education of the Torrance Unified School District and the appropriate Bargaining Unit.**

State the specific terms of the Agreement alleged to have been violated. Please include Article, Section, and Page numbers.

Describe in detail the action taken which you believe was a violation of the terms of the Agreement. In addition, please state how your rights have been adversely affected by reason of the alleged violation. Please include date and time when the alleged violation occurred. (Attach additional pages if necessary.)

Specific remedy sought by Grievant: (Attach additional pages if necessary.)

Date of informal conference: \_\_\_\_\_ (Attach copy of written informal decision, if requested.)

Signature of Grievant \_\_\_\_\_

Date \_\_\_\_\_

**TORRANCE UNIFIED SCHOOL DISTRICT**

**GRIEVANCE**

**Level II**

**GRIEVANCE LEVEL II must be filed with the Superintendent  
within seven (7) days from receipt of the decision at Level I.**

GRIEVANT'S NAME: \_\_\_\_\_  
(Please print)

Date of receipt of decision from LEVEL I:

Please give a concise statement for the reason(s) for this appeal. (Attach additional pages if necessary.)

Please submit this completed form with a copy of Grievance Level I and its decision.

Signature of Grievant \_\_\_\_\_

Date \_\_\_\_\_

**TORRANCE UNIFIED SCHOOL DISTRICT**

**GRIEVANCE**

**Level III**

Grievant's Name: \_\_\_\_\_  
(Please print)

Grievance Level I Filing Date: \_\_\_\_\_

After reviewing all documents pertaining to this Grievance, the Bargaining Unit agrees that the decision rendered at Level II has not resolved the alleged violation as stated in the original Grievance.

The Torrance Unified School District is hereby notified that on this date, the Grievant has requested the Bargaining Unit to submit the Grievance for a Board of Education resolution.

Date of receipt of decision from Grievance Level II:

Please attach to this Grievant Level III, one copy each:

Grievance Level I  
Decision at Level I  
Decision at Level II

Signature of Bargaining Unit President \_\_\_\_\_

Date \_\_\_\_\_