

**DISTRICT/UTLA SCHOOL SITE
ALTERNATE GRIEVANCE PROCEDURE:
DISPUTE RESOLUTION PANEL FORM/CHECKLIST
FOR ALLEGED VIOLATION OF DEAN ELECTION
OR FIVE YEAR OUT OF CLASSROOM VOTE**

School: _____ Administrator: _____
 Address: _____ Telephone No: _____
 _____ Local District: _____
 Grievant: _____ Employee No.: _____

CHECKLIST (Note time lines)

1. _____ Date of announcement of election of dean or date of vote to determine if the 5 year out of classroom limit should be extended.
2. _____ Date of informal meeting between the grievant and administrator to resolve issue.
(Such meeting shall be conducted within 3 days of #1)
3. _____ Date of meeting between Administrator, Chapter Chair and grievant to solve the alleged violation. *(Such meeting shall be conducted within 3 days of #2.)*
4. _____ Date of **(Circle One) Resolution or Non-Resolution** by Site Administrator and Chapter Chair *(Determination made within 3 days of #3 above. If there is agreement, sign below and the process stops here. If there is non-agreement, sign below and continue with #4 and #5 below.*

 Administrator's Signature Print Name Employee Number

 Chapter Chair's Signature Print Name Employee Number

Complete Items 5 and 6 below ONLY if there is non-agreement in # 4 above

5. _____ Date when employee files formal written complaint with site administrator, Staff Relations (formerly Employee Performance Accountability) and UTLA asking for the Dispute Resolution Panel *(must be submitted within 3 days of non-agreement as noted in Item #4 above).*
6. _____ Date this form, then mail and fax to the Staff Relations Field Director assigned to your local district.

Fax Form to Staff Relations (213-241-8405) and please fax a copy to UTLA (213-368-6256). If appropriate, a Dispute Resolution Panel will be dispatched through the Staff Relations Unit.