

DISTRICT/UTLA SCHOOL SITE
ALTERNATE GRIEVANCE PROCEDURE:
DISPUTE RESOLUTION PANEL FORM/CHECKLIST
FOR INITIAL ASSIGNMENTS

School: _____

Administrator: _____

Address: _____

Telephone No: _____

Service Center: _____

Issue: (check one)

Elementary Initial Grade Assignment

Adult Education/Itinerant Initial Assignment

Secondary Initial Class Assignment

Affected Teacher: _____

Employee No _____

(Must be in permanent status)

CHECKLIST (Note time lines)

1. **Date teacher knew or should have known of initial assignment/track**
2. **Date of Informal Meeting** (*Teacher must request a meeting with site administrator at the elementary level, and the site administrator and department chair at the secondary level within 3 days of #1 above. Such meeting shall be conducted within 3 days of the request.*)
3. **Date of Formal Meeting of site administrator, department/grade level chair and chapter chair to resolve issue.** (*Teacher must request a meeting with site administrator at the elementary level, and the site administrator and department chair at the secondary level within 3 days of #2 above. Such meeting shall be conducted within 3 days of the request.*)
4. **Date of (Circle One) Resolution or Non-Resolution of Site Administrator and Chapter Chair.** (*Determination made within 3 days of #3 above. If there is agreement, sign below and process stops here. If there is non-agreement, sign below and continue with #5 and #6 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 service center.
Email this form to Leticia Sanchez in Staff Relations (leticiasanchez@lausd.net) and to Claudia Padilla in UTLA (cpadilla@utla.net). If appropriate, a Dispute Resolution Panel will