# BARSTOW COMMUNITY COLLEGE
## FACULTY GRIEVANCE FORM – Level One

The faculty grievance procedure is described in Article XIII of the BCFA Agreement. The BCFA Grievance Officer will assist faculty members in the preparation of grievance materials, at the request of the grievant. This completed form must be submitted to the District Officer occasioning the Grievance. The completed form must be submitted to the District within the contractual timelines.

PROCEDURE

Article XIII – Grievance Procedure

13.4.1 Within fifteen (15) days after the occurrence of the act or omission giving rise to the grievance, ***the grievant will discuss the grievance with the appropriate administrator*** either individually or with the Association's designated grievance representative ***with the objective of resolving the matter informally.***

Name of Grievant_____ Ext. _____

Signature of Grievant _____ Date _____

District Officer Occasioning the Grievance _____

The Date Grievant Became Aware of the Act or Omission Giving Rise to the Grievance

_____

Briefly describe the act or omission giving rise to the grievance. Include in your description the relevant circumstances, the specific BCFA Agreement section allegedly violated, and the specific remedy sought.

_____
_____
_____
_____
_____
_____
_____
_____

Date discussion occurred with the District Officer occasioning the grievance _____

Received _____ on _____ by _____

Division Date Initials of Recipient