

How to Assist a Member in Filing a Grievance

The following FCEA members serve on the Grievance Committee. They are to provide support to site reps and members.

Committee Member	Grade Level	Work Site	Phone Number	Email Address
Mike Bohachef: Co-chair [RC]	K-6	Rancho Cordova Elementary	(916) 363-4874	mbohache@fcusd.org
Sheila Lauck: Co-chair [Folsom]	K-6	Empire Oaks Elementary	(916) 983-0120	slauck@fcusd.org
Sean Rivera	9-12	Folsom High School	(916) 355-1174	srivera@fcusd.org
Pam Ball	K-6	Rancho Cordova Elementary	(916) 363-4874	pball@fcusd.org

If a member requests your [site rep] assistance regarding a potential grievance, please take the following steps:

1. Document the date/time the incident occurred with as much information as possible about the incident.
2. Note the specific contract provision that has been violated.
3. Contact a Grievance Committee liaison [above] with the information to review the issue and determine whether there are grounds to begin the grievance process.
4. If a violation of the contract is believed to have occurred, and if the grievant has not already conferred with the supervisor regarding his/her concern, advise the grievant to schedule an informal conference with the supervisor as soon as possible. The grievant has a right to have the site rep attend the informal conference and the rep has a right and is encouraged to be there.
5. If the grievant is not satisfied with the outcome of the informal conference, provide the grievant with a copy of the FCEA/FCUSD Grievance Form [\[available on the FCEA website\]](#). Instructions for filing the grievance and the subsequent appeals process are outlined on the form. **[Step One of this form MUST be submitted within 10 working days of the informal conference with the supervisor]. MAKE COPIES OF THE SIGNED GRIEVANCE FORM FOR YOUR RECORDS AND FOR THE GRIEVANCE COMMITTEE CHAIRPERSON.**
6. Notify and send to the Grievance Committee Chairperson for your area a copy of the grievance form that was submitted.
7. If the site rep and grievant determine that the incident is not grievable, please complete the FCEA Concern Form [\[available on the FCEA website\]](#) and forward it to the Grievance Committee.

***** PLEASE NOTE THE STRICT TIMELINES FOR FILING AND APPEALING GRIEVANCES.**