

Understanding Section 3 — Levels of the Grievance Procedure

This section is to give a little clarity for Site Reps and/or to any member in our union for Section 3 of our agreement regarding the Levels of the Grievance Procedure. This process is in place to help resolve concerns fairly and effectively when there's a potential violation, misinterpretation, or misapplication of the agreement.

A. Informal Level:

Before filing a formal grievance at Level I, the unit member and the appropriate supervisor should meet informally to try to work through the issue. It's important that this meeting be scheduled within **ten (10) days** of the unit member becoming aware—or reasonably expected to be aware—of the issue. During this time you will need to complete the [Informal Grievance](#) form citing the contract violation. You can find the contract on [SBTA.Info](#) website.

Please inform your Administrator that the meeting is addressing a Grievance. This Informal Step is to set up a “problem solving” meeting and hopefully can be resolved with conversation at this initial step. If resolved, email the Informal Document to Grievancesbta@gmail.com for the SBTA report.

If the concern can't be resolved informally, or if no site administrator is available due to non-work days or absence, the unit member has the right to proceed to **Level I** of the grievance procedure.

*You will then email the Informal Document to Grievancesbta@gmail.com where the Grievance Chair will continue the process for **Level I**.*

Both parties are committed to handling these matters respectfully and constructively.

Let's continue to work together to maintain a transparent and supportive environment.

Thanks for taking the time to review this. Please reach out to your Site Reps, Executive Board Director or the SBTA office for any further questions. [SBTA Contact Information](#)

