

GRIEVANCE FORM

NAME _____ EMAIL ADDRESS _____

POSITION TITLE _____ WORK PHONE _____

INSTRUCTIONS: The Grievance procedure has three steps. The first is informal resolution, the second a formal written grievance addressed to the Grievance Committee, and the third a review by the Board of Directors. This form may be used by any member of the Long Beach - South Bay chapter of the California Association of Marriage and Family Therapists (The LBSB Chapter) to initiate a formal grievance at Step 2. If you are considering initiating a grievance, please review the complete Grievance Procedures policy available on the LBSB Chapter website.

STEP 1: INFORMAL RESOLUTION

Step 1 of the grievance process is the informal resolution. You may reach out informally to any member of the Grievance Committee for assistance. You are encouraged to resolve your grievance at this step.

STEP 2: FORMAL GRIEVANCE

From the date of the grievable event, you have 60 days to file a formal, written grievance by emailing this form to the Grievance Committee. You will receive an acknowledgement of receipt within 5 business days.

You must provide the following information:

1. The date of the grievable event. _____
2. A specific statement of the law, rule, policy and/or procedure violated. What action or conduct constituted the violation and what happened?

_____ Total number of pages attached _____

3. The resolution or remedy you want. _____

_____ Total number of pages attached _____

4. Member signature.

Member's Signature

Date

STEP 3: FORMAL APPEAL



If you do not resolve your grievance at Step 2, you may advance the grievance to Step 3 by notifying the Grievance Committee of your intention to file an appeal with the Board of Directors. The notification must be in writing and must be received within 10 working days of receipt of Grievance Committee's response at Step 2.