

# LVCEA GRIEVANCE REPORT

GRIEVANCE # \_\_\_\_\_

LVCEA and Employees' Name: \_\_\_\_\_ Classification: \_\_\_\_\_

Daytime Contact Phone Number: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_

Nature of Grievance:    Non-disciplinary    Disciplinary    Date of Incident: \_\_\_\_\_

Article Violation(s): \_\_\_\_\_

Employee Statement of Grievance and Action Desired:

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

As per the Collective Bargaining Agreement, Article 12 Section I, I am authorizing the City of Las Vegas to release a copy of my personnel file to the LVCEA. I am also requesting all discovery relevant to this matter be sent to the LVCEA.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

STEP 1: (Informal) Date of Meeting with supervisor & Division Manager \_\_\_\_\_  
(This information is needed to track timelines)

STEP 2: Grievance Filed with Department Director

Date Filed By Employee: \_\_\_\_\_ Employee's Initials: \_\_\_\_\_ Received by: \_\_\_\_\_

Department Director's Response: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Department Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

STEP 3: Grievance Filed with Director of Human Resources for scheduling with City Manager

Date Filed by Employee: \_\_\_\_\_ Employee's Initials: \_\_\_\_\_ Received by: \_\_\_\_\_

City Manager's Response: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

City Manager's Signature: \_\_\_\_\_ Date: \_\_\_\_\_