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| **Article 21: Dispute Process**  **Appendix L.1: Dispute Resolution – Step 1 – Informal** | Logo  Description automatically generated |

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| Disputant’s Name: | Click or tap here to enter text. | Date: | Click or tap to enter a date. |

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|  | Contact #: Phone: | Click or tap here to enter text. | Email: | Click or tap here to enter text. |

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|  | Immediate Supervisor: | Click or tap here to enter text. | Ext.: | Click or tap here to enter text. |

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| Person against whom dispute is filed: | Click or tap here to enter text. | Ext.: | Click or tap here to enter text. |

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| **INSTRUCTIONS:** This form must be filed with the disputant’s Immediate Supervisor and the Office of Human Resources **within 30 working days** of the alleged act. | | | | |
| Please note that alleged violations of the Faculty Agreement must be filed as outlined in Article 20 – Grievance Procedure. | | | | |
| 1. | When applicable, indicate the specific rule, regulation, law, or alleged act violated (Board Policy, Administrative Procedure,  Education Code, etc.): | | | |
|  | Click or tap here to enter text. | | | |
| 2. | Briefly describe the nature of the conflict (include names and dates): | | | |
|  | Click or tap here to enter text. | | | |
| 3. | Clearly describe the remedy you seek in resolution of this dispute: | | | |
|  | Click or tap here to enter text. | | | |
| 4. | Signature: | | | |
|  | Click or tap here to enter text. | | Date: | Click or tap to enter a date. |
| 5. | Outcome: | | | |
|  |  | Resolved | Date: | Click or tap to enter a date. |

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|  |  | Not Resolved – The District will provide the disputant and the Faculty Association with written  documentation of the informal meeting within seven (7) working days of the meeting. | Date: | Click or tap to enter a date. |