

**2010 - 2012  
Collective Bargaining Agreement  
PMSA - City of Deerfield Beach**

**Appendix B  
PMSA Grievance Form**

(Please write legibly, except where Print or Signature is Required)

<b>Grievant/Employee's Full Name: (please print)</b>	<b>Department and Division:</b>	<b>Job Classification:</b>
<b>Date of occurrence giving rise to Grievance:</b>		
<b>Article &amp; Section of PMSA Agreement, or Applicable Employment Law, allegedly violated:</b>		
<b>Explanation of Grievance:</b>		
<b>Remedy being sought:</b>		
<b>Signature of Grievant:</b>		
<b>Name of Steward, if applicable: <i>(please print)</i></b>	<b>Signature of Steward, if applicable:</b>	
<i>Grievant is responsible for documenting/providing the timely receipt of a written grievance at each of the Steps contained in the Grievance Procedure provided in Article 12, Section 3 of the PMSA Agreement.</i>		

**Step 1 Processing - Submission**

<b>Name of Department Head/Director: <i>(please print)</i></b>	
<b>Date &amp; Time submitted to, &amp; received by, Department Head/Director (or designee):</b>	
<b>Signature of Grievant:</b>	<b>Signature of Steward if applicable:</b>
<b>Signature of Department Head/Director (or designee):</b>	
<i>The appropriate City representative shall be responsible for documenting/proving the timely delivery of a written answer to both the Grievant and PMSA at each of the Steps in the Grievance Procedure provided in Article 12, Section 3 of the PMSA Agreement</i>	

**Step 1 Processing - Response**

<b>Step 1 Grievance Answer by Department Head/Director:</b>	
<b>Date &amp; Time delivered to, &amp; received by, Grievant and PMSA:</b>	
<b>Signature of Department Head/Director:</b>	
<b>Signature of Grievant:</b>	<b>Signature of Steward, if applicable:</b>

**Step 2 Processing - Submission**

Name of City's Human Resources Director: <i>(please print)</i>	
Date & Time submitted to, & received by, City's Human Resources Director (or designee):	
Signature of Grievant:	Signature of Steward, if applicable:
Signature of City's Human Resources Director (or designee):	

**Step 2 Processing - Response**

Step 2 Grievance Answer by City's Human Resources Director:	
Date & Time delivered to, & received by, Grievant and PMSA:	
Signature of City's Human Resources Director:	
Signature of Grievant:	Signature of Steward, if applicable:

**Step 3 Processing - Submission**

Name of City Manager: <i>(please print)</i>	
Date & Time submitted to, & received by, City Manager (or designee):	
Signature of Grievant:	Signature of Steward, if applicable:
Signature of City Manager:	

**Step 3 Processing - Response**

Step 3 Grievance Answer by City Manager:	
Date & Time delivered to, & received by, Grievant and PMSA:	
Signature of City Manager:	
Signature of Grievant:	Signature of Steward, if applicable:

**Step 4 Processing - Submission**

*If a grievance is not resolved at Step 3, the PMSA (and only the PMSA) may file a written request for arbitration with the Federal Mediation and Conciliation Service [FMCS] within (15) work days of Grievant's receipt of the City Manager's written answer at Step 3.*