

TO: UFT CHAPTER LEADERS  
FROM: GRIEVANCE DEPARTMENT  
RE: REORGANIZATION GRIEVANCES

The new procedures as outlined in the 2000-2003 Agreement, provide for an expedited grievance timetable for all reorganization grievances. The intent of the parties is for reorganization grievances to be resolved by the school administration and the UFT representatives at the local level without the need to proceed to arbitration. However, when resolution is not possible and the grievance proceeds to arbitration, the goal is for the entire process to be completed as expeditiously as possible for implementation for that school term/year. Below are the timetables that must be adhered to and the responsibilities of the Chapter Leader.

First, the current deadlines by which teachers receive their programs shall continue. Second, the Chapter Leader shall be considered a proper grievant in all grievances related to **program deadlines, contractually mandated consultations and allegations that postings are inconsistent with agreements reached at such contractually mandated consultations.**

1. An employee becomes knowledgeable about a reorganization-related complaint on *Day 1*, that is, the day s/he receives a program or notification of a program. The employee shall notify the Principal, or designee, within two (2) school days of such knowledge that s/he has a complaint. It is recommended that such notification to the principal be in writing. **IT IS CRITICAL THAT YOU INFORM YOUR MEMBERS THAT THEY MUST TELL YOU THAT SUCH A COMPLAINT WAS MADE.**
2. The Principal, or designee, and the employee must meet within two (2) school days following notification by the employee. This conference is for the purpose of attempting to resolve the complaint. The employee may choose to be accompanied by the Chapter Leader to this meeting. **ALTHOUGH IT IS NOT MANDATORY FOR YOU TO ATTEND THIS CONFERENCE IT IS HIGHLY RECOMMENDED THAT YOU DO SO.**
3. If the complaint is not resolved, the employee has two (2) school days from the date of the conference to file a grievance appeal with the Superintendent. This grievance appeal shall also be forwarded to you and to the UFT Representative. **[GRIEVANCE FORM ATTACHED]**
4. Please ensure that the attached Standardized Grievance Form is filled out correctly and filed in a timely manner.
  - A. The Grievant must fill out all information at the top of the form.
  - B. The Grievant must check each appropriate box, and, fill in all appropriate information regarding that specific complaint.
  - C. The specific contractual articles, the name of the supervisor, the remedy sought, and the date and signature of the Grievant are necessary.
5. All documentation appropriate to the grievance must be submitted with the attached grievance form (ex: posting, official program, etc.)

If you have any questions regarding this form,  
please contact your District Representative.

**REORGANIZATION GRIEVANCE FORM: STEP TWO**

NAME \_\_\_\_\_ FILE # \_\_\_\_\_  
SCHOOL \_\_\_\_\_ DISTRICT/REGION \_\_\_\_\_  
SOCIAL SECURITY # \_\_\_\_\_ DATE GRIEVANCE OCCURRED \_\_\_\_\_  
HOME TEL.# \_\_\_\_\_ UFT # \_\_\_\_\_

**SET FORTH SPECIFICALLY THE ACT OR CONDITION AND THE GROUNDS ON WHICH THE GRIEVANCE IS BASED:**

**CHECK THE APPROPRIATE BOX(ES)**

I have not received my program preference of \_\_\_\_\_ for the \_\_\_\_\_ school year/term.

I have not been properly rotated from \_\_\_\_\_ to \_\_\_\_\_ for the \_\_\_\_\_ school year/term.

I have not received the Special Teaching Position of \_\_\_\_\_ for which I applied on \_\_\_\_\_ for the \_\_\_\_\_ school year/term.

I have not received the Cluster Position of \_\_\_\_\_ for which I applied on \_\_\_\_\_ for the \_\_\_\_\_ school year/term.

I have not received the Compensatory Time Position of \_\_\_\_\_ for which I applied on \_\_\_\_\_ for the \_\_\_\_\_ school year/term.

I have been programmed for more than three consecutive teaching assignments (or four consecutive work assignments) for the \_\_\_\_\_ school year/term.

I have been programmed for \_\_\_\_\_ different lesson preparations for the \_\_\_\_\_ school year/term. This is excessive.

I have been programmed for \_\_\_\_\_ different rooms for the \_\_\_\_\_ school year/term. This is excessive.

The Principal, \_\_\_\_\_, failed to post the position of \_\_\_\_\_ for the \_\_\_\_\_ school year/term

OTHER: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SET FORTH THE SPECIFIC ARTICLE(S) AND SECTION(S) ALLEGED TO BE VIOLATED:**

The above cited act(s) which was/were not resolved in conference with the supervisor, \_\_\_\_\_, is/are in violation of Article \_\_\_\_\_ of the Agreement.

The remedy I seek is \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE FILED

SIGNATURE OF GRIEVANT