

**APPENDIX H
GRIEVANCE REVIEW -- STEP 1**

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| DATE STEP 1 GRIEVANCE RECEIVED BY UC: | | DATE OF UC RESPONSE: | |
| STEP 1 DECISION | | | |
| SIGNATURE OF STEP 1 REVIEWER | | PRINTED NAME AND TITLE OF STEP 1 REVIEWER | |
| | | TELEPHONE NUMBER | |
| ___ I DO NOT ACCEPT AND APPEAL THE STEP 1 RESPONSE TO THE SECOND STEP (STATE SUBJECT BELOW) | | GRIEVANT'S AND/OR REPRESENTATIVE'S SIGNATURE | |
| | | DATE | |
| SUBJECT OF GRIEVANCE AT STEP 2, IF DIFFERENT THAN SUBJECT OF GRIEVANCE AT STEP 1. | | | |
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GRIEVANCE REVIEW -- STEP 2

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|---|-----------------------------------|--|-------------------------------------|
| DATE STEP 2 APPEAL POSTMARKED/HAND-DELIVERED | DATE STEP 2 APPEAL RECEIVED BY UC | DATE OF UC RESPONSE | DECISION ATTACHED ___ YES ___ NO |
| SIGNATURE OF STEP 2 REVIEWER | | PRINTED NAME AND TITLE OF STEP 2 REVIEWER | |
| | | | |
| ___ I DO NOT ACCEPT AND APPEAL THE STEP 2 RESPONSE TO THE SECOND STEP (STATE SUBJECT BELOW) | | GRIEVANT'S AND/OR REPRESENTATIVE'S SIGNATURE | |
| | | DATE | |
| SUBJECT OF GRIEVANCE AT STEP 3, IF ANY ISSUE(S) OF GRIEVANCE AT STEP 2 HAS BEEN RESOLVED. | | | |
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GRIEVANCE REVIEW -- STEP 3

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|--|-----------------------------------|---|-------------------------------------|
| DATE STEP 3 APPEAL POSTMARKED/HAND-DELIVERED | DATE STEP 3 APPEAL RECEIVED BY UC | DATE OF UC RESPONSE | DECISION ATTACHED ___ YES ___ NO |
| SIGNATURE OF STEP 3 REVIEWER | | PRINTED NAME AND TITLE OF STEP 3 REVIEWER | |
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