

GRIEVANCE FORM - Level 1 - Optional

All portions of this section to be completed by the grievant.

Unit Member's Name _____ Location _____

Statement of Grievance _____

Specific contract article, policy, or regulation alleged to have been violated (cite source)

List all persons present _____

Specify the remedy sought by the grievant _____

Date

Signature

Upon completion of this section the grievant shall keep the original and give copies #2 and #3 to the Association President. Copy #4 may be given to the Principal (Optional).

Notes:

Date

Signature

If not satisfied with the disposition of the grievance at this level, the grievant and/or Association must within ten (10) days of the meeting with the Principal proceed to Level 2.

GRIEVANCE FORM - Level 2 - Formal with Principal

Submission of Complaint - All portions of this section to be completed by the grievant.

Unit Member's Name _____ Location _____

Statement of Grievance _____

Specific contract article, policy, or regulation alleged to have been violated (cite source)

Decision rendered at Informal (Level 2) Conference _____

Specify the remedy sought by the grievant _____

Date

Signature

Upon completion of this section the grievant shall present original and copies #2 and #3 to the Principal. Copy #4 should be retained by grievant.

Meeting between the Principal and grievant and/or designated Association representatives. List all persons present. _____

Principal's response _____

Date

| Date | Signature |
|--|-----------|
| <p>Upon completion of this section within ten (10) days, the Principal shall retain original, present copy #2 to the grievant, and copy #3 to the Association President.</p> | |

GRIEVANCE FORM - Level 3 - Formal with Superintendent

Submission of Complaint - All portions of this section to be completed by the grievant.

Unit Member's Name _____ Location _____

Statement of Grievance _____

Specific contract article, policy, or regulation alleged to have been violated (cite source)

Decision rendered at Levels 1 and 2 _____

Specify the remedy sought by the grievant _____

Date

Signature

Upon completion of this section the grievant shall present original and copies #2 and #3 to the Superintendent. Copy #4 should be retained by grievant.

Meeting between the superintendent and grievant and/or designated Association representatives. List all persons present. _____

Date

Superintendent's response _____

GRIEVANCE FORM - Level 4
Notice of Intent to Submit Grievance to Arbitration

This form must be completed by the Association.
Copy of Level 3 grievance form must be attached.

Name of Grievant _____

Statement of Grievance _____

Meeting requested to select a mutually acceptable arbitrator.

Signature

Date

Upon completion of this section the grievant shall present original, copies #2 and #3 and all attachments to the Superintendent. Copy #4 should be retained by Association.