

APPENDIX B – GRIEVANCE FORM

STAGE 1

TO BE COMPLETED BY GRIEVANT OR HIS/HER REPRESENTATIVE

Name: _____ Title: _____

Work Location: _____ Program Director: _____

State all provisions of Agreement involved:

Article(s): _____ Section(s): _____

Date of Occurrence: _____

Statement of Facts (use additional sheets if necessary): _____

Remedy Sought: _____

Date Submitted

Aggrieved Unit Member

Date Received

Program Director

STAGE 1 – DECISION

Date Grievance Received: _____

Decision (use additional sheets if necessary): _____

Date Decision Issued

Program Director's Signature

STAGE 2 – APPEAL

To be submitted to the District Superintendent within ten (10) business days of receipt of Stage 1 – Decision or date Stage 1 – Decision was due, whichever is earlier.

The decision at Stage 1 of the grievance is unsatisfactory.

Short statement of the grievance: _____

State all provisions of Agreement involved:

Article(s): _____ **Section(s):** _____

Remedy Sought: _____

Date Submitted _____ **Aggrieved Unit Member** _____

.....
STAGE 2 – DECISION

Date Appeal Received: _____

Decision (use additional sheets if necessary): _____

Date Decision Issued _____ **District Superintendent or Designee** _____

STAGE 3 – APPEAL

To be submitted to the Board of Education within ten (10) business days of receipt of Stage 2 – Decision or date Stage 2 – Decision was due, whichever is earlier.

The decision at Stage 2 of the grievance is unsatisfactory.

The following issues are unresolved: _____

_____ **Date Submitted** _____ **Aggrieved Unit Member** _____

.....

STAGE 3 – DECISION

Date Appeal Received: _____

Decision (use additional sheets if necessary): _____

_____ **Date Decision Issued** _____ **Board of Education** _____

STAGE 4 – APPEAL

To be submitted to the District Superintendent within ten (10) business days of receipt of Stage 3 – Decision or date Stage 3 – Decision was due, whichever is earlier.

The decision at Stage 3 of the grievance is unsatisfactory.

The Ulster BOCES Management Association demands arbitration on the following issues:

State all provisions of Agreement involved:

Article(s): _____	Section(s): _____
_____	_____
_____	_____

Remedy Sought: _____

Date Submitted	Authorized Signature of Ulster BOCES Management Association
-----------------------	--