

SCHEDULE "F"

GRIEVANCE FORM

TO BE COMPLETED BY GRIEVANT OR HIS/HER REPRESENTATIVE

Name: _____ **Title:** _____

Work Location: _____ **Supervisor:** _____

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 Employee** _____

Date Submitted _____ **Program Supervisor** _____

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STAGE 1 – DECISION

Date Grievance Received: _____

Decision (use additional sheets if necessary): _____

Date Decision Issued _____ **Supervisor's Signature** _____

STAGE 2 – APPEAL

To be submitted to the District Superintendent within ten (10) school 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 Employee** _____

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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 District Superintendent within ten (10) school 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

Authorized Signature of UBTO

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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) school days of receipt of Stage 3 – Decision or date Stage 3 – Decision was due, whichever is earlier.

The decision at Stage 2 of the grievance is unsatisfactory.

The Ulster BOCES Teachers' Organization demands arbitration on the following issues:

State all provisions of Agreement involved:

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

Remedy Sought: _____

Date Submitted

Authorized Signature of UBTO