

United Teachers of Pasadena

Grievance Procedure—Informal Level

The purpose of completing this form is to assure that the UTP member and immediate supervisor have made a good faith effort to resolve the alleged contract violation at the lowest administrative level.

Name of UTP Member: _____

Job Title of UTP Member: _____ Work Location: _____

Name of Immediate Supervisor: _____

Date Informal meeting was requested: _____

Date of Informal meeting: _____ Location of meeting: _____

Time: From _____ To _____

Specific provision(s) of the contract alleged to have been violated (Article and Section numbers): The
violations include but are not limited to

Topic(s) Discussed: _____

Resolution Reached?: Yes (specify resolution below) No

Agreed-upon Resolution: _____

Signature of UTP Member Date

Signature of Immediate Supervisor Date

Signature of UTP Site Representative Date

Make two (2) originals - one for the UTP Member and one for the Immediate Supervisor

Copy to: Site Rep UTP Contract Management Chair District Grievance Officer