

APPENDIX B: MEMBER TEMPLATE

GRIEVANCE RECORD - GRIEVANCE NO.

Staff are encouraged, but not required, to seek resolution of concerns informally through communication with their immediate supervisor or principal, before presenting a grievance. If the concern is not resolved informally, Grievances shall commence at Level I, with the appropriate administrative authority to adjust the grievance.

FOR USE AT LEVEL I

Name of Grievant: _____ Date Filed: _____

Building: _____ Assignment: _____

Name of Administrator: _____ School Phone No _____

Date of alleged violation or misinterpretation: _____

Article(s) of the Agreement allegedly violated: _____

Statement of the Grievance: _____

Nature and extent of the injury or loss involved: _____

Results of previous discussions of the grievance and dissatisfaction with the decisions previously rendered: _____

Remedy Sought: _____

(Signature - Grievant)

Level I Immediate Supervisor: _____

Disposition by Administrator: _____

(Signature Administrator)

(Date Answered)