

Saltmarsh 4/10/24

Jaune M. 4.10.24
Appendix B, pg. 1 - BEA Counter
04/10/24

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: _____

Salmich 4/10/24

APPENDIX B: MANAGEMENT TEMPLATE

GRIEVANCE APPEAL - GRIEVANCE NO.

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

LEVEL I - (SUPERVISOR)

Date Received: _____ Date of Level I Meeting: _____

Present: _____

Disposition by Supervisor: _____

(Signature - Supervisor)

(Date Answered)

(Date Response Received)

LEVEL II - (SUPERINTENDENT OR DESIGNEE)

Date Appeal Received: _____ Date of Level II Meeting: _____

Present: _____

Disposition by Superintendent or Designee: _____

(Signature - Superintendent or Designee)

(Date Answered)

(Date Response Received)