

**Flagler Schools**  
**Human Resources Department**  
**Official Grievance Form**

In accordance with the collective bargaining agreements between the unions and Flagler Schools, an employee who alleges a contract violation has the right to complete and submit this form to their principal or immediate supervisor, as appropriate, to formally initiate the grievance procedure and seek resolution.

Employee Name(s): \_\_\_\_\_  
 Job Title(s): \_\_\_\_\_ Association Name: \_\_\_\_\_  
 Worksite: \_\_\_\_\_ Work Phone: \_\_\_\_\_

**Level I**

Date Grievance Occurred: \_\_\_\_\_ Alleged violation occurred of the following Article(s) and section(s) of the Agreement between the **Flagler County Educators Association** and the **District School Board of Flagler County**, Florida. Article(s): \_\_\_\_\_, Section(s): \_\_\_\_\_  
 Meeting Requested: \_\_\_\_\_ YES \_\_\_\_\_ NO

OR

Date Grievance Occurred: \_\_\_\_\_ Alleged violation occurred of the following Article(s) and section(s) of the Agreement between the **Flagler Education Support Personnel Association** and the **District School Board of Flagler County**, Florida. Article(s): \_\_\_\_\_, Section(s): \_\_\_\_\_  
 Meeting Requested: \_\_\_\_\_ YES \_\_\_\_\_ NO

Statement of grievance: (attach sheets if needed)

\_\_\_\_\_  
 \_\_\_\_\_

Witness(es) if any \_\_\_\_\_

Specific relief sought: (attached sheets if needed)

\_\_\_\_\_  
 \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**APPEAL SECTION**

LEVEL II APPEAL: I hereby notify the Superintendent's designee, \_\_\_\_\_ I am appealing to Level II.  
 Reason: (attach sheets if needed) \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

LEVEL III APPEAL: I hereby notify the Superintendent I am appealing the Level II decision to Level III.  
 Reason: (attach sheets if needed) \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

LEVEL IV APPEAL: I do hereby notify the School Board I am appealing the Level III decision to Level IV.  
 Reason: (attach sheets if needed) \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_