

**APPENDIX E**

**Ulster BOCES Administrators' Association  
GRIEVANCE FORM**

**STAGE 1**

**TO BE COMPLETED BY GRIEVANT OR HIS/HER REPRESENTATIVE**

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Work Location:** \_\_\_\_\_ **Program Director:** \_\_\_\_\_

**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 Unit Member**

\_\_\_\_\_  
**Date Received**

\_\_\_\_\_  
**Program Administrator**

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**STAGE 1 – DECISION**

**Date Grievance Received:** \_\_\_\_\_

**Decision (use additional sheets if necessary):** \_\_\_\_\_

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

\_\_\_\_\_  
**Date Decision Issued**

\_\_\_\_\_  
**Program Administrator's Signature**

**Ulster BOCES Administrators' Association  
GRIEVANCE FORM**

**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 Unit Member** \_\_\_\_\_

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**STAGE 2 – DECISION**

**Date Appeal Received:** \_\_\_\_\_

**Decision (use additional sheets if necessary):** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ **Date Decision Issued** \_\_\_\_\_ **District Superintendent or Designee**  
**Ulster BOCES Administrators' Association**

**GRIEVANCE FORM**

**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 Ulster  
BOCES Administrators'  
Association**

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**STAGE 3 – DECISION**

**Date Appeal Received:** \_\_\_\_\_

**Decision (use additional sheets if necessary):** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Date Decision Issued**

\_\_\_\_\_

**Board of Education**

**Ulster BOCES Administrators' Association  
GRIEVANCE FORM**

**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 3 of the grievance is unsatisfactory.**

**The Ulster BOCES Administrator's Association demands arbitration on the following issues:**

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**State all provisions of Agreement involved:**

<b>Article(s):</b> _____	<b>Section(s):</b> _____
_____	_____
_____	_____

**Remedy Sought:** \_\_\_\_\_

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**Date Submitted**

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**Authorized Signature of Ulster  
BOCES Administrators'  
Association**