

**Grievance Form (Step 1, Formal Written)**

*This form provides the opportunity for an employee to define an alleged violation, misinterpretation or inequitable application of the terms of an Article of Agreement or a Board of Education Policy and to secure at the lowest possible administrative level, an equable, prompt and satisfaction solution. Any complaint relating to discrimination or harassment will be resolved in accordance with Board Policies.* ***Note:*** *Grievance process steps may be found in all Articles of Agreement. Complaints relating to discrimination will be resolved in accordance with Board Policy AC and AC-R.*

**Grievant Information**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Employee Name: |  |  | Date Grievance Submitted: | |  |
| Home Address: |  |  | Phone#: |  | |
| Work Location: |  |  | Employee’s Position: |  | |
| Administrator’s Name: |  |  | Supervisor’s Title: |  | |

**Grievance**

**Details**

Identify the alleged action taken by management or an event or condition which affects the terms and conditions of employment and which allegedly constitutes a violation, misinterpretation, or inequitable application of the terms of an Article of Agreement or Board Policy. Use full names, dates, exact location and describe the specific occurrence. (Attach additional sheet if necessary.)

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**Violation(s)**

State specific Article(s) of Agreement or Board Policy that has/have been violated. (Attach additional sheet if necessary.)

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**Resolution**

State specific result(s) you are seeking from this grievance. (Attach additional sheet if necessary.)

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| **Signature of Grievant** |  | **Date** |

***This form should be submitted to your supervising Administrator.***

**Administrator’s Review**

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| --- | --- | --- | --- |
| ⬜ Meeting occurred on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and was / was not successfully resolved (see attached letter). | | | |
| ⬜ Insufficient information to initiate grievance (see attached letter). | | | |
| ⬜ Does not meet criteria (as defined in employment Agreement/Board policy) for grievance (see attached letter) | | | |
|  |  |  | |
| **Signature of Administrator** |  | **Date** |

***This form and all supporting documents must be sent to HR upon completion of Step 1.***