

GRIEVANCE PROCEDURE

Date _____

Name/title of grievant _____

Date alleged grievance occurred _____

Building or department _____

Supervisor/principal _____

Grievance: _____

Relief requested: _____

STEP ONE

Date and place meeting held _____

Decision of supervision/principal and reason therefor: _____

Signature of supervisor/principal

Date

- I accept the above decision of my supervisor/principal.
- I reject the above decision and refer the grievance to Step 2.

Signature of grievant

Date of response

STEP TWO

Date and place meeting held _____

Decision of superintendent and reasons therefor _____

Signature of superintendent

Date

- I accept the above decision of the superintendent.
- I reject the above decision and refer the grievance to Step 3.

Signature of grievant

Date

STEP THREE

Date and place hearing held _____

Decision of Board of Education and reasons therefore, _____

Signature of Board president

Date

I acknowledge receipt of the decision of the Board of Education.

Signature of grievant

Date