

FORMAL WRITTEN GRIEVANCE PROCEDURE

(This form is designed to facilitate the Grievance Procedure)

NOTE 1: If a grievance can be discussed with the person or administrator informally and resolved, this attempt should be made instead of using this procedure.

NOTE 2: The building administrator, superintendent, board of LEA should photocopy this original to keep a record of the grievance as it moves from level to level until resolved.

NOTE 3: A teacher or any certificated personnel must file this form within fifteen (15) days after the alleged violation, misinterpretation or inequitable application of existing board policy. Disagreement with existing policy or request for adoption of a policy is not a grievance, and should be sent to the officers of the local education association (LEA) or teachers' organization for consideration as an item for policy review by the board.

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PLEASE STATE THE GRIEVANCE MATTER BRIEFLY AND SUCCINCTLY. (This statement may not be changed in the processing of the grievance).

(Attach additional sheets of paper, if necessary)

Signed: _____ Bldg: _____ Date: _____
(Person aggrieved)

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Request for Settlement of Grievance

LEVEL ONE - Principal {Immediate Supervisor}
(To be completed by aggrieved person)

Date of Presentation to Principal _____

Name of Aggrieved Person _____ School _____

Home Address _____ Principal _____

Nature of Grievance:

Settlement Requested:

Signed: _____
(Aggrieved Person)

Reply to Level One Grievance

Date Reply Sent to Aggrieved Person _____

Name of Aggrieved Person _____ School _____

Home Address _____

Date of Presentation of Grievance to Principal _____

Signed _____

(Principal)

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Request for Settlement of Grievance

LEVEL TWO - Superintendent

(Copies of Request for Settlement of Grievance -- Level One and Reply must be attached).

Date of Presentation to Superintendent _____

Name of Aggrieved Person _____ School _____

Home Address _____

Date of Reply to Level One Grievance _____

State Reasons for Submission of Grievance to Level Two:

Settlement Requested:

Signed: _____
(Aggrieved Person)

Reply to Level Two Grievance

(Copies of Request for Settlement of Grievance -- Level One and Reply must be submitted).

Date Reply of Superintendent Sent to Aggrieved Person _____

Name of Aggrieved Person _____ School _____

Home Address _____

Date of Submission of Grievance to Superintendent _____

Decision of Superintendent with Rationale:

Signed _____

(Superintendent)

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Request for Settlement of Grievance

LEVEL THREE - Board

(Copies of all previous Requests for Settlement and Replies must be attached).

Date of Presentation to Board President _____

Name of Aggrieved Person _____ School _____

Home Address _____

Date of Reply of Superintendent to Level Two Grievance _____

State Reasons for Submission of Grievance to Level Three:

Settlement Requested:

Signed: _____
(Aggrieved Person)

Reply to Level Three Grievance

Date Reply of Board Sent to Aggrieved Person _____

Name of Aggrieved Person _____ School _____

Home Address _____

Date of Request for Settlement of Grievance -- Level Three _____

Decision of Board with Rationale:

Signed _____
(Board President)

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LOCAL EDUCATION ASSOCIATION GRIEVANCE COMMITTEE ACTION

Received _____ Date _____
(Signature of Grievance Officer)

DISPOSITION:

Signed _____ Date _____
(Signature of Grievance Officer)

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LEVEL FOUR: Arbitration by State Labor Commissioner

[August 2012] {September 2022}