

GRIEVANCES

Grievances must be filed within ten days of the occurrence that is the basis of the grievance. They must be filed in writing utilizing this form. Please include a copy of the policy or regulation alleged to be violated or misinterpreted, as well as a statement of the relief requested. Please turn in grievances to your immediate supervisor unless the grievance is in regard to your immediate supervisor. In that case, turn this form into the next highest supervisor (Department Director or Program Coordinator, Assistant Superintendent of Personnel and Support Services, etc.)

The supervisor will investigate the matter and render a decision in writing within ten days of receiving the grievance unless an approved extension is granted from the Superintendent. Please refer to Board of Education Policy GBM for complete details of this process including appeal procedures.

Please note: you may type directly into this form; however, you will not be able to save the filled form. In order to have a copy for your files, please print the form after completing.

Grievant Name:

Description of the grievance:

Date of the occurrence:

Alleged policy violation:

Employee who is the subject of the grievance:

Description of the relief requested:

Grievant contact information:

Name of grievant immediate supervisor:

Date grievance was submitted: