

Grievance Data Sheet

Member's Name: _____ Date: _____
Position: _____ Site: _____
Phone Number: _____ Email: _____

I. What is the grievance? Cite specific contract Articles and section.

II. Who is involved? _____
Administrator? _____

III. Where did the incident occur? _____

IV. How has the employee been affected? _____

V. What remedy does the employee seek? _____

VI: Has the member held a Level 1 Problem Solving Meeting: Yes or No?
If yes, what date was the meeting held? _____

Are we within the grievance timelines? Yes or No?

What is the last day that we can file a grievance? _____

(Please refer to contract **Article 16** for timeline information)

Comments: _____
