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: _________________________________________________________

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Updated: Sept. 2016