

UMA GRIEVANCE FORM

NAME _____

POSITION TITLE _____
(If parent or cadet, put "parent" or "cadet")

DAYTIME PHONE _____

INSTRUCTIONS: The first step to resolve grievances is informal resolution. This form may be used by an employee, parent, or student to initiate a formal grievance at Step 2. If this is a civil rights grievance, UMA is required by law to notify the state agency that handles that type of complaint.

If you are considering initiating a grievance, you should review the complete Grievance policy, available from the Director of Operations.

STEP 1 INFORMAL RESOLUTION

Step 1 of the grievance process is the informal resolution. You and any involved party are encouraged to resolve the issue at this step.

STEP 2 FORMAL GRIEVANCE

From the date of the grievable event, you have 15 working days to file a formal, written grievance. The written grievance is considered filed when it is submitted to the Director of Operations, as outlined in policy.

You must provide the following information:

1. The date of the grievable event. _____
2. A specific statement of the law, rule, policy and/or acceptable practice violated. What action or conduct constituted the violation and what happened?

_____ Total number of pages attached _____

3. The resolution or remedy you want. _____

_____ Total number of pages attached _____

4. Grievant signature and date filed with Director of Operations.

Grievant's Signature

Date

Director of Operations' Signature

Date received from employee

STEP 3 FORMAL GRIEVANCE

If you do not resolve your grievance at Step 2, you may advance the grievance to Step 3 by notifying the Superintendent, as outlined in policy. The notification must be in writing and must be received within 10 working days of receipt of administration/supervisor's response at Step 2. If this is a civil rights grievance, UMA is required by law to notify the state agency that handles that type of complaint.