

# GRIEVANCE FORM

NAME \_\_\_\_\_

POSITION TITLE \_\_\_\_\_  
(If parent or cadet, put "parent" or "cadet")

DAYTIME PHONE \_\_\_\_\_

**INSTRUCTIONS:** The Grievance procedure has four steps. The first is informal resolution, the second, third, and fourth are a formal written grievance to administration and/or the school director, and the fifth a review by the Board of Directors. This form may be used by an employee, parent, or student to initiate a formal grievance at Step 2.

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 Director of Operations, 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.