Response to Formal Written Grievance

To: ________________________________ Date Filed: ________________________________

Grievant

School/Department: ________________________________ Assignment: ____________________

1) Date Formal Written Grievance Form was Filed: ________________________________

2) Date(s) of Informal Conference with Grievant: ________________________________

3) Contract Article and Section Alleged to have been Violated: ____________________

4) Statement of Circumstances: _____________________________________________
   _____________________________________________
   _____________________________________________
   _____________________________________________

5) Effect on Grievant: _______________________________________________________

6) Remedy Offered to Grievant/ Other Decision: ________________________________

7) Submitted by: ________________________________
   Signed (Immediate Supervisor)

8) Received by: ________________________________ Date: __________________________
   Signed (Grievant)

Distribution: Grievant
   Asst. Supt., Human Resources
   Immediate Supervisor

Date Received: ____________________________ Date Received: ____________________________