

APPENDIX F

GRIEVANCE LEVEL ONE FORM

GRIEVANCE LEVEL TWO FORM

WASHINGTON UNIFIED SCHOOL DISTRICT
WTA GRIEVANCE FORMAL RESOLUTION—LEVEL ONE

Employee Name: _____ Site: _____

Date/Dates of Alleged Act/Omission: _____

Listed are the sections of the Agreement that have allegedly been violated, misinterpreted, or misapplied:

The grounds of the grievance are as follows: _____

Any other pertinent information regarding this grievance: _____

An informal conference was held on _____ between _____

A written response regarding the informal conference was received from the grievant's immediate supervisor or appropriate administrator on _____.

The grievant does not agree with the informal conference resolution. The following specific remedy is sought _____

Grievant's Signature: _____

Submitted to Supervisor: _____ Date: _____

Signature

Note: This document shall be given to the immediate supervisor or appropriate administrator within fifteen (15) work days of the date from which the informal response was received or should have been received.

WASHINGTON UNIFIED SCHOOL DISTRICT
WTA GRIEVANCE FORMAL RESOLUTION—LEVEL TWO

Employee Name: _____ Site: _____

The grievant does not agree with the District's decision of the informal conference resolution and the Level One decision. (Attach written responses from informal conference and District's Level One form and decision.)

Informal Conference Date: _____ Date Response Received: _____

Formal Level One Filed: _____ Date Response Received: _____

Reasons for
appeal: _____

Grievant's Signature: _____

Submitted to Supervisor: _____ Date: _____
Signature

Note: Superintendent or designee shall communicate the decision to the grievant within fifteen (15) work days.