

WILLIAM S. HART UNION HIGH SCHOOL DISTRICT
LEVEL I – NOTIFICATION OF GRIEVANCE

Form 1 - To be used by a classified employee to submit a grievance to the employee's immediate supervisor (Level 1).
Grievances must be formally filed within ten (10) days after the act or omission giving rise to the grievance or within ten (10) days after the employee should have known of the act or omission.

_____ Date: _____

Name of Employee (Grievant) _____

Work Site _____

Job Classification: _____

Details of Grievance (explain exactly what happened or did not happen and attach additional sheets if necessary): _____

Witness(es): _____

Contract Article Violated: _____

Date/Time of Violation: _____

Remedy Requested: _____

Received by: _____ Date: _____ Time: _____

Contract Violation? YES _____ NO _____ Explain: _____

Additional information: _____

Proposed Remedy: _____

Association Notified: To _____ Date: _____

District Notified: To _____ Date: _____

Final Settlement Offered: To _____ Date: _____

Accepted by Grievant: YES _____ NO _____

NOTE: Your immediate supervisor should respond in writing within ten (10) days after receiving this grievance. If your supervisor does not respond within the time limit or if you are not satisfied with the decision, you may appeal this grievance to Level II, to the District's Director of Human Resources, within five (5) days on Form 2.

DISTRIBUTION:

When filed: Original to Immediate Supervisor
Copy to District's Director of Human Resources

When completed: Original to District Director of Human Resources
Copy to Grievant