

**Grievance Form (Step 3)**

**Grievant Information**

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| --- | --- | --- | --- | --- | --- |
| Employee Name: |  |  | Date Grievance Submitted: | |  |
| Home Address: |  |  | Phone#: |  | |
| Work Location: |  |  | Employee’s Position: |  | |
| Supervisor’s Name: |  |  | Supervisor’s Title: |  | |

**Grievance**

**Resolution**

State specific result(s) you are seeking from this grievance. Why was the result from Step 2 unsatisfactory? (Attach additional sheet if necessary.)

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I would like further consideration of my grievance through Step 3. I understand this request must be made to the Superintendent’s Office within seven (7) days after receiving the decision from Step 2. I also understand that the Superintendent’s Office has seven (7) work days to render a decision to me in writing.

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| --- | --- | --- |
| **Signature of Grievant** |  | **Date** |

***This form should be submitted to the Superintendent’s Office.***

**Superintendent’s Review**

Meeting occurred on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and was / was not successfully resolved (see attached letter).

Name(s) & Title(s) of those present for conference:

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| --- | --- | --- |
| ***Signature of Superintendent*** |  | ***Date*** |

***This form and all supporting documents must be maintained by HR for one year.***