

**STAFF GRIEVANCES**

**LEVEL I GRIEVANCE FORM A**

**FORMAL GRIEVANCE PRESENTATION**

To be completed by grievant within five (5) days after the last informal conference but no later than fifteen (15) days after the employee knew or should have known of the act or omission giving rise to the grievance.

Grievant \_\_\_\_\_

Date of last informal presentation \_\_\_\_\_

School \_\_\_\_\_

Immediate Supervisor \_\_\_\_\_

Assignment \_\_\_\_\_

Policy or regulation alleged to have been violated \_\_\_\_\_

**Statement of grievance:**

**Action requested:**

\_\_\_\_\_  
Signature of grievant