

**Grievance Procedure**  
(Support Staff)

Date\_\_\_\_\_

Name/title of grievant\_\_\_\_\_

Date alleged grievance occurred\_\_\_\_\_

Building or department\_\_\_\_\_

Supervisor/principal\_\_\_\_\_

Grievance\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Relief requested \_\_\_\_\_

\_\_\_\_\_

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**STEP ONE**

Date and place meeting held\_\_\_\_\_

Decision of supervisor/principal and reasons therefor \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
*Signature of supervisor/principal*

\_\_\_\_\_  
*Date*

- I accept the above decision of my supervisor/principal.
- I reject the above decision and refer the grievance to Step 2.

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

\_\_\_\_\_  
*Date of response*

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STEP TWO

Date and place meeting held \_\_\_\_\_

Decision of superintendent and reasons therefor \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
*Signature of superintendent*

\_\_\_\_\_  
*Date*

- I accept the above decision of the superintendent.
- I reject the above decision and refer the grievance to Step 3.

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

\_\_\_\_\_  
*Date of response*

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STEP THREE

Date and place hearing held \_\_\_\_\_

Decision of Board of Education and reasons therefor \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
*Signature of Board president*

\_\_\_\_\_  
*Date*

I acknowledge receipt of the decision of the Board of Education.

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

\_\_\_\_\_  
*Date*