

MEMORANDUM

To: WITA Grievance Committee
Subject: Request for filing of Level I Grievance



1. Grievant(s): _____
2. Building: _____
3. Date event being grieved occurred: _____
4. Explain event being grieved: _____

5. Name of Level I Administrator: _____
6. Section(s) of contract violated: _____
7. Expectations/Results sought: _____

8. Signatures:

_____ Grievant	_____ Date
_____ Building Delegate	_____ Date

Directions:

1. The purpose of this procedure is to secure at the lowest possible administrative level equitable solutions to the problems which may from time to time arise affecting the working conditions of teachers. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.
2. Please complete this form and make copies for the building delegate and grievant(s). Upon recognition of the problem, **immediately** send the original to the grievance chairperson c/o WITA. **REMEMBER: THE LACK OF TIMELINESS CAN NEGATE A GRIEVANCE. WITA members should refer to Article III of the collective bargaining agreement to review the procedure.** It is necessary to attach any/all pertinent information and/or documentation to this form.
3. Grievant has **30 school days** to file from date incident occurred.
4. Once the grievance chairperson has been given this form, the grievance will be discussed by the union president with the Superintendent before the grievance is submitted in writing.