

Formal Grievance Form

A grievance is defined as a complaint in writing, setting forth the allegation that there has been a violation of district policies or regulations which have adversely affected or aggrieved an employee of the school district.

Status of grievance: Step I _____ Step II _____ Step III _____

I, _____ hereby file a grievance with _____
_____ (name of person).

Specifically, my grievance is: _____

Steps I have already taken to try to resolve the grievance: _____

Relief sought: _____

I hereby petition for a hearing on my grievance within 10 working days of the above date. I have been informed of the grievance procedures to be followed along with my rights and responsibilities pertaining thereto.

Received by: _____
Signature date Grievant's signature date

Please note that all employment decisions remain within the sole and continuing discretion of the administration and/or Board of Education, as appropriate under district policy, subject only to the conditions and limitations prescribed by Colorado law.

ADMINISTRATIVE RECORD

Date received _____ Date of hearing _____

Place of hearing _____ Time of hearing _____

Decision on grievance: _____

I. _____
Principal's signature date

II. _____
Superintendent's signature date

III. _____
Board chairman's signature date

I _____ accept or _____ reject the decision.

Grievant's signature date

Lake County School District R-1, Leadville, Colorado