Formal Grievance Form

A grievance is defined in district policy as an alleged material violation of Board or district policies or administrative regulations. A grievance shall first be presented in writing to the persons having direct administrative or supervisory responsibility over the work of the employee involved in the grievance. The district provides this form for presentation of an employee grievance.

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 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 signature date

Issued: Prior to 2019
Revised: September 2020

Lake County School District R-1, Leadville, Colorado