

OFFICIAL GRIEVANCE STATEMENT

Date: _____

*If a complaint has not been resolved by the immediate supervisor to the satisfaction of the employee, the issue becomes a grievance. The aggrieved employee shall submit the grievance **in writing** to the supervisor.*



Employee's Grievance Statement (submitted within three (3) additional workdays of formal complaint to the immediate supervisor): _____

Employee Signature: _____

Date Received by Supervisor: _____

Supervisor's Response (returned to the aggrieved employee within three (3) workdays of receipt of the grievance statement): _____

Supervisor Signature: _____



If the aggrieved employee is not satisfied with the decision of the supervisor, he/she may submit the grievance to the appropriate director within five (5) workdays.

Date Received by Director: _____

Director's Response (return to the aggrieved employee within five (5) workdays of receipt of the grievance statement): _____

Director Signature: _____



If the aggrieved employee is not satisfied with the decision of the Director, he/she may submit the grievance to the Administrator within three (3) workdays.

Date Received by Administrator: _____

Administrator's Decision (return to aggrieved employee within five (5) work days of receipt of the grievance statement): _____

Administrator Signature: _____



If the aggrieved employee is not satisfied with the decision of the Administrator, he/she may submit the grievance to the President of the Board of ESU #13 within ten (10) workdays.

The Board shall, at the Board meeting immediately following receipt of the written grievance, conduct a hearing on behalf of the aggrieved employee and at that time make a final decision based on the information presented. The Board shall notify the aggrieved employee of the decision in writing.

Date of Hearing: _____

Board's Decision: _____

Board President Signature: _____