

ORANGE UNIFIED SCHOOL DISTRICT

Name of Grievant

Grievance Number

Position of Grievant in District

Work Location of Grievant

General Directions: Each section of this form is to be completed by the appropriate person. If additional space is needed, or if pertinent documents are to be considered as part of the grievance, attachments to this form should be made. Each party is responsible for making and keeping photostatic copies of this document which is to be considered as original.

LEVEL I

(1) Provision(s) of Agreement in Dispute:

(2) Statement of Grievance:

Three horizontal lines for writing the statement of grievance.

(3) Remedy Sought:

Two horizontal lines for writing the remedy sought.

Signature of Grievant

Date of Filing of Grievance

(4) Date Received by Immediate Supervisor

Date Conference Held (if any)

(5) Response of Immediate Supervisor:

Three horizontal lines for writing the response of the immediate supervisor.

Signature of Supervisor

Date of Response

Signature of Grievant

Date of Receipt of Level I Response

LEVEL II

(1) Signature of Grievant Signifying Appeal of Level I Decision

Date of Submission of Appeal

(2) Date Received by Superintendent or Designee

Date Conference Held (if any)