

GRIEVANCE NOTIFICATION AND REPORT FORM

CLARKE COUNTY BOARD OF EDUCATION

Grove Hill, Alabama

Grievance # _____ Submit in duplicate to principal or immediate supervisor.

Building

Assignment

Name of Grievant

Date Filed

INFORMAL PROCEDURE

NOTE: A grievance at the informal level may be presented orally or in writing.

- A. 1. Date Cause of Grievance Occurred: _____
2. Date Received by Principal/Supervisor _____

- B. 1. Statement of Grievance: _____
2. Relief Sought: _____

Signature

Date

- C. Disposition by Principal or Immediate Supervisor: _____

Signature

Date

- D. Disposition by Grievant: _____

Signature

Date

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Grievance # _____

_____	_____	_____	_____
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Level Three –Board

NOTE: After an unsatisfactory decision at Level Two, an employee may submit the formal grievance at Level Three. A formal grievance at Level Three must be submitted in writing.

A. Date Received by Board: _____

_____	_____
Signature	Date

B. Disposition and Decision by Board: _____

_____	_____
Signature of Board President	Date