



Grievance Information Sheet

You have indicated a desire to have a grievance filed on your behalf.

UTLA will need the following information to file and process a grievance.

Note: For grievances under Article X (Evaluation & Discipline) just complete the top section (#s 1-5) sign in section VIII, and include a copy of the evaluation/discipline.

1. Name: _____
2. Employee #: _____
3. Address: _____
4. Phone Number(s): Hm - () _____ - _____ Cel - () _____ - _____
5. School or location: _____
6. Site Administrator: _____
7. Your E-mail Address: _____

I. Who is involved?

- a. Grievant _____
- b. Responsible management person (s) _____
- c. Witness (es) _____

II. When and where did it happen? _____

III. When will 15 school days expire? _____

IV. Was there an informal conference? Yes No
 If so, when _____

V. **FACTS:** What did some management representative do or fail to do that gives rise to the complaint? (use additional sheets if necessary)

Continued on reverse side

VI. Why is it grievable?

a. (Specifically what is wrong with “what happened”?) _____

b. Contract language or policy violated (cite article, section, paragraph, page number, etc.)

VII. What must be done to make the grievant whole?

a. Corrective action requested

b. What would we settle for?

VIII. Signature and date:

Please sign and date the spaces indicated to give your permission for us to file a grievance on your behalf, and cut-and-paste your signature on the official Grievance Form.

<p>X _____ date: _____</p>
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