

### 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: \_\_\_\_\_ date \_\_\_\_\_  
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