

CLASSIFIED PERSONNEL
GRIEVANCE REPORT FORM

The official form for the submission of grievances pursuant to the Classified Policy 492.4 is shown below. This form is intended to provide guidance and assistance in the preparation and submission of all grievances.

Whenever a grievance is filed above Level I, the body of the grievance will be reported on separate sheet(s) of paper using the format of the official Grievance Report form. To file a grievance at Level II, the grievant will submit all information requested through item C.(Relief Sought) Review the Classified Policy 492.4 for the time lines to be followed in the processing of a grievance.

GRIEVANCE REPORT FORM	
WEST BONNER COUNTY SCHOOL DISTRICT #83	
Name of Grievant _____	
Date Submitted _____	
Date of Grievance _____	
Building _____	Assignment _____
Advocate _____	
Appropriate Code or Policy Section _____	
A. Statement of Grievance _____	
B. Summary of Level I Activities (Include Dates and Personnel Involved):	
C. Relief Sought _____	
SIGNATURE _____	DATE _____
D. Action taken by Principal/Immediate Supervisor (see attached):	
SIGNATURE _____	DATE _____

LEVEL II

E. Reasons the person filing the grievance is not satisfied with the immediate supervisor's written response, level I.

- 1. _____
- 2. _____
- 3. _____

SIGNATURE _____ **DATE** _____

LEVEL III

F. Date Received By Superintendent or Designee: _____

G. Action or Position Taken By Superintendent or Designee:

SIGNATURE _____ **DATE** _____

H. Position of Grievant(Attach Grievance Committee Position Statement(If Applicable)

SIGNATURE _____ **DATE** _____

LEVEL IV

I. Date Submitted to Clerk of Board of Trustees _____

J. Decision of Board of Trustees: _____

SIGNATURE _____ **DATE** _____

Form will be distributed in the following order

- 1. Superintendent
- 2. Principal
- 3. Employee
- 4. Grievance Committee(if processed through the Grievance Committee)