

**GRIEVANCE FORM**

Instructions: A grievance must be filed **within 30 days** after the teacher knew or should have known the term or condition giving rise to the grievance existed. Failure to timely present the grievance in writing shall be deemed a waiver of the grievance. This form must be **filed with the teacher's immediate supervisor** within the 30 day timeframe.

Teacher's name: \_\_\_\_\_

School building: \_\_\_\_\_

Date that you first became aware of issue being aggrieved: \_\_\_\_\_

Under district policy grievance is an allegation by a teacher that s/he has been subject to a personal loss, injury, or inconvenience because of a violation, misinterpretation, or misapplication of a specific article, section, or paragraph of the negotiated agreement or teacher's individual contract.

List the specific article, section, or paragraph of your contract or negotiated agreement that you are aggrieving:

\_\_\_\_\_

Explain the reason for filing a grievance concerning this article, section, or paragraph:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Certification**

I certify that the statements made in this grievance are true and accurate.

\_\_\_\_\_  
Signature of Teacher

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of administrator receiving grievance

\_\_\_\_\_  
Date

**End of McClusky School District #19 Exhibit DGAA-E**