

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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FORMAL PROCEDURE

Level One -Immediate Supervisor

NOTE: After an unsatisfactory decision at the Informal Level, an employee may submit a formal grievance beginning at step one. A formal grievance must be submitted in writing.

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

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- C. Disposition by Principal or Immediate Supervisor: _____

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- D. Disposition by Grievant: _____

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Level Two –Superintendent

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

A. Date Received by Superintendent: _____

B. Disposition by Superintendent: _____

Signature

Date

C. Disposition by Grievant: _____

Signature

Date

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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