

- ORIGINAL - Immediate Supervisor
- COPY 2 - Immediate Supervisor Return to Grievant
- COPY 3 - Asst. Supt. Human Resources
- COPY 4 - Ocean View Teachers Association
- COPY 5 - Grievant

OCEAN VIEW SCHOOL DISTRICT

GRIEVANCE FORM - LEVEL I

*GRIEVANCE # _____

Submission of Grievance - All portions of this section must be completed by grievant.

Employee _____ Work Location _____

Specific Provision of the Agreement alleged to have been violated (cite Contract Article and Section and Dates)

Statement of Grievance (Statement must include circumstances involved, decision rendered at informal conference and specific remedy sought.)

Date _____ Signature _____

Upon completion of this section, grievant shall present original and copies 2, 3, and 4 to the immediate supervisor, or, in the case of the Association, to the appropriate administrator. Copy number 5 should be retained by grievant.

* Issued by Human Resources

Immediate/Administrator's/Supervisor's Response: _____

Date _____ Signature _____

Upon completion of this section, the immediate supervisor or Administrator shall retain the original, present copy #2 to the grievant, forward copy #3 to the Assistant Superintendent Human Resources, and forward copy #4 to the Association.

ORIGINAL - Assistant Superintendent - Human Resources
COPY 2 - Asst. Supt. - Human Resources Return to Grievant
COPY 3 - Immediate Supervisor
COPY 4 - Ocean View Teachers Association
COPY 5 - Grievant

OCEAN VIEW SCHOOL DISTRICT

GRIEVANCE FORM - LEVEL II

*GRIEVANCE # _____

Appeal to Assistant Superintendent - Human Resources -
All portions of this section must be completed by the grievant. Copy #2 of completed Grievance Form - Level I must be attached.

Reason for appeal _____

Remedy sought _____

Date Signature

Upon completion of this section, grievant shall present original and copy #2, #3, and #4 to the Assistant Superintendent, Human Resources. Copy #5 should be retained by grievant.

*From Level I Form

Immediate/Administrator's/Supervisor's Response: _____

Date Signature

Upon completion of this section, the Assistant Superintendent Human Resources shall retain the original, present copy #2 to the grievant, forward copy #3 to the Immediate Supervisor, and forward copy #4 to the Association.