

REQUEST FOR SETTLEMENT OF GRIEVANCE

LEVEL ONE

(To be completed by aggrieved person)

Date of Presentation to Principal _____

Name of Aggrieved Person _____

Home Address _____

School _____ Subject Area _____

Building PR & R Representative _____

Nature of Grievance:

Settlement Requested:

Signed _____

Aggrieved Person

Copy 1 - Supervisor, principal or other administrator

Copy 2 - HEA President

Copy 3 - Superintendent of Schools

Copy 4 - Aggrieved Person

REPLY TO LEVEL ONE GRIEVANCE

Date Reply Sent to Aggrieved Person _____

Name of the Aggrieved Person _____

School _____ Subject Area _____

Date of Presentation of Grievance to Principal _____

Reply of supervisor, principal or other administrator with rationale:

Signed _____
Supervisor, Principal or Other
Administrator

- Copy 1 - Supervisor, Principal or Other Administrator
- Copy 2 - HEA President
- Copy 3 - Superintendent of Schools
- Copy 4 - Aggrieved Person

REQUEST FOR SETTLEMENT OF GRIEVANCE

LEVEL TWO

(Copies of Request for Settlement of Grievance, LEVEL ONE, and Reply must be attached.)

Date of Presentation to Superintendent _____

Name of Aggrieved Person _____

Home Address _____

School _____ Subject Area _____

State reasons for submission of grievance to LEVEL TWO:

Settlement Requested:

Signed _____ Signed _____

Association RP & R Chairman
or HEA President

Aggrieved Person

- Copy 1 - Supervisor, Principal or Other Administrator
- Copy 2 - HEA President
- Copy 3 - Superintendent of Schools
- Copy 4 - Aggrieved Person

REPLY TO LEVEL TWO GRIEVANCE

(Copies of Request for Settlement of Grievance, LEVEL ONE, and reply must be submitted.)

Date of Reply of Superintendent Sent to Aggrieved Person _____

Name of the Aggrieved Person _____

Home Address _____

School _____ Subject Area _____

Date of Submission of Grievance to Superintendent _____

Decision of Superintendent:

Signed _____

Superintendent or Designee

- Copy 1 - Supervisor, Principal or Other Administrator
- Copy 2 - HEA President
- Copy 3 - Superintendent of Schools
- Copy 4 - Aggrieved Person

REQUEST FOR SETTLEMENT OF GRIEVANCE

LEVEL THREE

(Copies of all previous Requests for Settlement and Replies must be attached.)

Date of Submission to the Huron Education Association _____

Name of the Aggrieved Person _____

Home Address _____

School _____ Subject Area _____

Date of Reply of Superintendent to LEVEL TWO Grievance _____

State reasons for submission of grievance to LEVEL THREE:

Settlement Requested:

Signed _____

- Copy 1 - Supervisor, Principal or Other Administrator
- Copy 2 - HEA President
- Copy 3 - Superintendent of Schools
- Copy 4 - Aggrieved Person
- Copy 5 - Clerk of Board of Education

REPLY TO LEVEL THREE GRIEVANCE

Date of Submission to the Huron Education Association _____

Name of the Aggrieved Person _____

Home Address _____

School _____ Subject Area _____

Date of Submission of Grievance LEVEL THREE _____

Final decision of the Huron Education Association's Grievance Committee:

Signed _____

- Copy 1 - Supervisor, Principal or Other Administrator
 - Copy 2 - HEA President
 - Copy 3 - Superintendent of Schools
 - Copy 4 - Aggrieved Person
 - Copy 5 - Clerk of Board of Education
- 12/04

REQUEST FOR SETTLEMENT OF GRIEVANCE

LEVEL FOUR

(Copies of all previous Requests for Settlement and Replies must be attached.)

Date of Submission to the Clerk of Board _____

Name of the Aggrieved Person _____

Home Address _____

School _____ Subject Area _____

Date of Reply of HEA to LEVEL THREE Grievance _____

State reasons for submission of grievance to LEVEL FOUR:

Recommendation of Association:

Signed _____

- Copy 1 - Supervisor, Principal or Other Administrator
- Copy 2 - HEA President
- Copy 3 - Superintendent of Schools
- Copy 4 - Aggrieved Person
- Copy 5 - Clerk of Board of Education
- Copy 6 - President of Board of Education

REPLY TO LEVEL FOUR GRIEVANCE

Date of Submission to the Clerk of Board _____

Name of the Aggrieved Person _____

Home Address _____

School _____ Subject Area _____

Date of LEVEL FOUR hearing or investigation _____

Final decision of the Board of Education:

Signed _____

President of Board of Education

- Copy 1 - Supervisor, Principal or Other Administrator
 - Copy 2 - HEA President
 - Copy 3 - Superintendent of Schools
 - Copy 4 - Aggrieved Person
 - Copy 5 - Clerk of Board of Education
 - Copy 6 - President of Board of Education
- 12/04