

# SUMMIT ACADEMY SCHOOLS EMPLOYEE GRIEVANCE FORM

NAME \_\_\_\_\_ CAMPUS \_\_\_\_\_

POSITION TITLE \_\_\_\_\_ WORK PHONE \_\_\_\_\_

**INSTRUCTIONS:** The Grievance procedure has four steps. The first is informal resolution, the second a formal written grievance, the third a review by the Executive Director, and fourth a review by the Board of Trustees. This form may be used by an employee to initiate a formal grievance at Step 2.

If you are considering initiating a grievance, you should review the complete Grievance Policy #1207. The policy is found on the Summit Academy website, [www.summitacademyschools.org](http://www.summitacademyschools.org), under Board Policies or is available from Human Resources.

## STEP 1: INFORMAL RESOLUTION

Step 1 of the grievance process is the informal resolution. Employees involved are encouraged to resolve their grievance at this step.

## STEP 2: FORMAL GRIEVANCE

From the date of the grievable event, you have 15 working days to file a formal, written grievance. The written grievance is considered filed when it is submitted to your immediate supervisor or the next level above your immediate supervisor.

You must provide the following information:

1. The date of the grievable event. \_\_\_\_\_
2. A specific statement of the grievance and policy and/or procedure violated. What action or conduct constituted the violation and what happened?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Total number of pages attached \_\_\_\_\_

3. The resolution or remedy you want. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Total number of pages attached \_\_\_\_\_

4. Employee signature and date filed with supervisor.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date received from employee

## STEP 3/STEP 4: FORMAL GRIEVANCE

If you do not resolve your grievance at Step 2, you may advance the grievance to Step 3 by notifying the Executive Director. The notification must be in writing and must be received within 10 working days of receipt of management's response at Step 2. If there is no resolution at Step 3 you may advance the grievance to Step 4 by notifying the Board of Trustees. The notification must be in writing and must be received within 10 working days of receipt of the Executive Director's response at Step 3. The Board has 60 days to review and response to the grievance.