

GRIEVANCE FORM – CERTIFICATED EMPLOYEE

Section F.1. Grievance Form – Step One:

Highline School District
15675 Ambaum Boulevard SW
Burien, Washington 98166

GRIEVANCE FORM – CERTIFICATED EMPLOYEE - STEP I

This form is to be used by staff members filing a grievance pursuant to Article 7(Grievance Procedure). If the space provided below and on the other side is not sufficient for responses, please attach additional information to this form.

To: _____
Name of Principal or Supervisor School or Location

From (Grievant): _____ Position: _____

School or Building: _____

Date of the occurrence giving rise to the grievance: _____

Date grievant first discussed the grievance with principal or supervisor: _____

What article(s), Section(s) and/or paragraph(s) of the Collective Bargaining Agreement is/are alleged to have been violated? (If possible, quote please write the article(s), section(s) or paragraph(s) and the exact language alleged to have been violated:

List relevant facts upon which the grievance is based.

What remedy is being sought?

Employee's (Grievant) Signature Date submitted to Principal

DISPOSITION OF GRIEVANCE BY PRINCIPAL OR SUPERVISOR

Signature of Principal or Supervisor Date

Employee's (Grievant) Signature Date

(Employee's [Grievant] signature does not imply agreement with the disposition.)

1 **Section F.2. Grievance Form – Step Two:**

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Highline School District
15675 Ambaum Boulevard SW
Burien, Washington 98166

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6 **GRIEVANCE FORM – CERTIFICATED EMPLOYEE - STEP 2**

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GRIEVANCE FORM - CERTIFICATED

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This form is to be used by employees who wish to process a grievance from Step I to Step II, superintendent/designee level. If the space provided below and on the back of this form is not sufficient for responses, please attach additional information to this form.

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STEP II

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To: _____

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Superintendent/Designee

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From: _____

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Employee (Grievant)

Location/Position

Date

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Employee's (Grievant) Signature

Date

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Please attach a complete copy of Step I Grievance Form.

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What specific article(s) and paragraphs of the Collective Bargaining Agreement remain in question after the disposition of Step I?

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Include any additional factual information relevant to the grievance.

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DISPOSITION OF GRIEVANCE BY SUPERINTENDENT/DESIGNEE

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Signature of Superintendent/Designee

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Date

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Employee's (Grievant) Signature

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Date

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(Employee's [Grievant] signature does not imply agreement with the disposition.)

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1 **Section F.3. Grievance Form – Association:**

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3 Highline School District
4 15675 Ambaum Boulevard SW
5 Burien, Washington 98166

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7 **GRIEVANCE FORM - ASSOCIATION**

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9 This form is to be used by the Association to process a grievance to Filing Step,
10 superintendent/ designee level. If the space provided below and on the back of this form is
11 not sufficient for responses, please attach additional information to this form.

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13 **FILING STEP**

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15 To: _____
16 Superintendent/Designee

17 From the Association:

18 By: _____
19 President Executive Director Date

20 _____
21 President's Signature Executive Director's Signature Date

22 Date of the occurrence giving rise to the grievance: _____

23 What specific article(s) and paragraph(s) of the Collective Bargaining Agreement are in
24 question? (Quote the exact language alleged to have been violated.)

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26 The relevant facts are:

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28 What remedy is being sought?

29 **DISPOSITION OF GRIEVANCE BY SUPERINTENDENT/DESIGNEE**

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Signature of Superintendent/Designee Date

Association Representative's Signature Date

(Employee's [Grievant] signature does not imply agreement with the disposition.)