



STEP ONE GRIEVANCE

Case Number:
(Leave Blank)

Name of Grievant:

Title:

File Number:

School: _____

District: _____

File Date: _____

Dear _____:

Pursuant to the procedures set forth in Article(s) _____ of the Collective Bargaining Agreement covering _____ please arrange a conference with me to discuss the following complaint:

Articles Violated:

(List articles here. Always list article 20)

Remedy Sought: (ex. prep made up or paid for)

I shall be represented at the conference by _____.

Sincerely,

(Signature)

(Print Name)

(Home Address)

(Phone Number)

Under Articles Violated, use one or more from this list:

- Article One — Union Recognition
- Article Two — Fair Practices
- Article Three — Salaries and Benefits of Day School Teachers
- Article Four — Pension and Retirement Program
- Article Five — Licensure, Assignments and Appointment
- Article Six — Hours
- Article Seven — Programs, Assignments and Teaching Conditions in Schools and Programs
- Article Eight — Education Reform
- Article Nine — Procedures for Handling Special Behavior Problems
- Article Ten — Safety and Health
- Article Eleven — Rates of Pay and Working Conditions of Teachers Assigned, Education Administrators, Education Analysts, Education Officers and Professional Development Assignments and Positions
- Article Twelve — Chapter 683 Program
- Article Thirteen — Working Conditions of Per Diem Substitutes, Substitute Vocational Assistants and Teacher's Assistants
- Article Fourteen — Rates of Pay and Working Conditions of Adult Education Teachers
- Article Fifteen — Rates of Pay and Working Conditions of Per Session Teachers
- Article Sixteen — Leaves
- Article Seventeen — Retention, Excessing and Layoff
- Article Eighteen — Transfers and Staffing
- Article Nineteen — Union Activities, Privileges and Responsibilities
- Article Twenty — Matters Not Covered
- Article Twenty-One — Due Process and Review Procedures
- Article Twenty-Two — Grievance Procedure
- Article Twenty-Three — Special Complaints
- Article Twenty-Four — Professional Conciliation
- Article Twenty-Five — Charter Schools
- Article Twenty-Six — Conformity to Law-Saving Clause
- Article Twenty-Seven — No-Strike Pledge
- Article Twenty-Eight — Definitions
- Article Twenty-Nine — Notice-Legislative Action
- Article Thirty— Copy of the Agreement
- Article Thirty-One — Incorporation of Determination and Award
- Article Thirty-Two — Duration
- Appendix A — Salary Schedules of Day School Teachers
- Appendix B — Special Circular
- Appendix C — Grievance Forms Step 1 Grievance
- Appendix D — Mentor Teacher Internship
- Appendix E — Health Insurance
- Appendix F — Salary Schedules of Adult Education Teachers
- Appendix G — Procedures for Probable Cause Hearings
- Appendix H — Housing Support Program for Shortage Area Teachers
- Appendix I — District 79 Reorganization
- Appendix J — False Accusations
- Appendix K — Pension Legislation
- Appendix L — Consultants