



Informal Grievance

Member/Grievant:	Member Tenured: <input type="checkbox"/> Yes <input type="checkbox"/> No
Building:	Union Representative:
Date of Incident:	Date of Meeting (s):

In Attendance at meeting	Role/Position	Signature

Statement of Grievance (What happened?)

Contract Violation: (Cite Article)

Resolution (What resolution is grievant requesting?)

Summary of Discussion (Fill in after meeting is held)

Disposition of administration and / or Resolution (Fill in after meeting is held)

If the matter is not resolved by this meeting, grievant may take a reasonable amount of time to resolve situation with administrator. That may include another meeting. If no resolution is in sight, **Step 1** of the **Formal Grievance Form** may be completed and presented to the administrator.