



Informal Grievance

Date of Informal Meeting:

Member:	Member Tenured: <input type="checkbox"/> Yes <input type="checkbox"/> No
Building:	AR:
Building Administrator:	Date of Incident: Time:

In Attendance	Role/Position	Signature

Statement of Grievance

Contract Violation: *(Please Cite Article)*

Summary of Informal Discussion:

Disposition / Resolution:

*If the matter is not resolved by this meeting, **Step 1** of the **Formal Grievance Form** must be completed and presented to the administrator within five (5) working days of this meeting.*

Deadline to submit Formal Grievance to building administrator:

Date that the Step 1 Formal Grievance was given to the building administrator:

(If an extension was granted for informal meeting, attach a written copy)