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**Informal Grievance**

Date of Informal Meeting:

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| **Member:** | **Member Tenured:  Yes  No** |
| **Building:** | **AR:** |
| **Building Administrator:** | **Date of Incident:**       **Time:** |

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| **In Attendance** | **Role/Position** | **Signature** |
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| **Statement of Grievance** |
| **Contract Violation:** *(Please Cite Article)* |

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| **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)* |