

Formal Grievance Form

To be completed by the employee raising the grievance and given to the School Director.

Name: _____

School Role: _____

School Branch(es): _____

Date: ____/____/_____

DETAILS OF GRIEVANCE

Outline the nature and reason for your grievance. Please give specific details such as dates, times and witnesses where necessary. Attach any supporting evidence if necessary.

PREVIOUS ACTION

What steps have you taken to resolve this grievance informally? Why do you remain dissatisfied?

Alternatively, if this is a Stage 2 grievance, why was the matter not concluded to your satisfaction at Stage 1?

REMEDY YOU ARE SEEKING

Please state what remedy you are seeking and specifically what action or actions, in your view, are needed to resolve your grievance satisfactorily.