

APPENDIX C

Form No. 000

9-20-88

METHUEN PUBLIC SCHOOLS
Methuen, Massachusetts

FORMAL FILING OF GRIEVANCE

NOTE: This form should be completed in triplicate with the signed triplicate to be kept by the association member. In cases of multiple alleged violations, only one violation per form should be filed.

GRIEVANCE NUMBER _____ FILED AT LEVEL 1 2 3 4 5
(please circle appropriate level)

- 1. Person(s) initiating grievance
Signature _____
2. Specific article of contract violated _____
(Article-Section)
3. Brief statement of events leading up to the grievance.

4. Name of administrative/supervisory personnel who are allegedly responsible for causing such events and/or conditions.

5. What remedy or redress is being sought for the alleged violation?

6. Signature of M. E. A. Grievance Chair _____

.....
Date _____

I have received grievance number _____ filed at Level I from the M.E.A.

Signature _____

If additional space is necessary for any answer, please use other side.

.....
Date _____

I have received grievance number _____ filed at Level II from the M.E.A.

Signature _____

If additional space is necessary for any answer, please use other side.

.....
Date _____

I have received grievance number _____ filed at Level III from the M.E.A.

Signature _____

If additional space is necessary for any answer, please use other side.

.....
Date _____

I have received grievance number _____ filed at Level IV from the M.E.A.

Signature _____

If additional space is necessary for any answer, please use other side.

APPENDIX C-1

METHUEN PUBLIC SCHOOLS
PROCEDURAL RECORD
Grievance Number _____

Date submitted at Level I _____

Meeting at Level I held on _____

Date

Written response received on _____

Date

METHUEN PUBLIC SCHOOLS
PROCEDURAL RECORD
Grievance Number _____

Date submitted at Level II _____

Meeting at Level II held on _____

Date

Written response received on _____

Date

METHUEN PUBLIC SCHOOLS
PROCEDURAL RECORD
Grievance Number _____

Date submitted at Level III _____

Meeting at Level III held on _____

Date

Written response received on _____

Date

METHUEN PUBLIC SCHOOLS
PROCEDURAL RECORD
Grievance Number _____

Date submitted at Level IV _____

Meeting at Level IV held on _____

Date

Written response received on _____

Date

Filed for arbitration on _____

Date

1. Professional person being grieved should sign the receipt.
2. Filings beyond original filing level will be at highest circled number on a copy of the original.
Receipts will be from bottom of original.