

WASHINGTON UNIFIED SCHOOL DISTRICT  
WSTA GRIEVANCE FORMAL RESOLUTION—LEVEL ONE

Employee Name: \_\_\_\_\_ Site: \_\_\_\_\_

Date/Dates of Alleged Act/Omission: \_\_\_\_\_

Listed are the sections of the Agreement that have allegedly been violated, misinterpreted, or misapplied:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The grounds of the grievance are as follows: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Any other pertinent information regarding this grievance: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

An informal conference was held on \_\_\_\_\_ between \_\_\_\_\_

\_\_\_\_\_

A written response regarding the informal conference was received from the grievant's immediate supervisor or appropriate administrator on \_\_\_\_\_.

The grievant does not agree with the informal conference resolution. The following specific remedy is sought \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Grievant's Signature: \_\_\_\_\_

Submitted to Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Signature

Note: This document shall be given to the immediate supervisor or appropriate administrator within fifteen (15) work days of the date from which the informal response was received or should have been received.