

Magdalena Municipal Schools Grievance Form

This form shall be used for all grievances filed under Board Policy G-1800

Grievant	
Name of Grievant	
School	
Immediate Supervisor	
Assignment	

Step 1: Informal Grievance Conference

Date(s) of Informal Conference(s)	
<u>Action:</u> The issue was discussed, and a proposed resolution was presented. The grievant notified the supervisor that a formal grievance would be filed.	

Step 2: Formal Level 1 Grievance—Immediate Supervisor

Date of Level 1 Grievance Meeting	
<u>Action:</u> Within 15 working days from the date in Step 1 (above), the grievant shall submit a written grievance to the immediate supervisor that describes the issues and the requested remedy. This document shall be labeled “Attachment A” and attached directly to this form.	
Date of Level 1 Grievance Response	
<u>Action:</u> Within 5 working days from the date of the Level 1 Grievance Meeting the immediate supervisor shall communicate a written decision. This written decision shall be labeled “Attachment B” and attached directly to this form.	
Date of Appeal to Level 2	
<u>Action:</u> If the grievant is not satisfied with the decision the grievant may appeal the grievance within 5 working days. This written appeal shall describe the reasons for the appeal. This document shall be labeled “Attachment C” and shall be attached directly to this form.	

Step 3: Formal Level 2 Grievance—Superintendent

Date of Level 2 Grievance Response	
Action: The Superintendent shall review all related grievance material attached to this form and meet with both the grievant and the immediate supervisor. The Superintendent shall render a written decision within 5 working days of the date of the appeal to Level 2. This document shall be labeled Attachment “D” and shall be attached directly to this form.	
Date of Appeal to Level 3	
Action: If the grievant is not satisfied with the decision the grievant may appeal the grievance within 5 working days. This written appeal shall describe the reasons for the appeal. This document shall be labeled “Attachment E” and shall be attached directly to this form.	

Step 4: Formal Level 3 Grievance--Board Hearing of the Grievance

Date of the Board Hearing	
Action: The Board shall conduct a hearing on the grievance within 20 working days of the appeal. The decision of the Board is final.	