

GBK – FORM - EMPLOYEE COMPLAINT AND GRIEVANCE REPORT FORM

**EPPING SCHOOL DISTRICT
EMPLOYEE COMPLAINT AND GRIEVANCE REPORT FORM**

Name(s) of Grievant(s):

School Location:

Level I

Statement of Grievance: Be sure to detail the incident(s) including names, dates, and other related facts which will provide a sound basis for a complete understanding of this complaint/grievance. (Attach additional pages if necessary.)

Relief sought:

Signature(s) of Grievant(s):

Date:

Answer given by Immediate Supervisor:

Signature of Immediate Supervisor:

Date:

Level II

Date received by School Principal:

Answer given by School Principal:

Signature of School Principal:

Date:

Signature of Grievant(s):

Date:

Level III

Date received by Superintendent: _____

Answer given by Superintendent:

Signature of Superintendent: _____ Date: _____

Signature of Grievant(s): _____ Date: _____

Level IV

Date received by School Board: _____

Answer given by School Board:

Signature of School Board: _____ Date: _____

Signature of Grievant(s): _____ Date: _____

Statutory/Regulatory/Policy/Handbook Cross References

Policy GBK (Employee Complaints and Grievances)
Handbook (Referenced in Personnel Handbooks)

APPROVED: July 20, 2006