



Informal Grievance

Member/Grievant:	Member Tenured: <input type="checkbox"/> Yes <input type="checkbox"/> No
Building:	Union Representative:
Date of Incident:	Date of Meeting (s):
In Attendance at meeting	Role/Position

Statement of Grievance (What happened?)
Contract Violation: (Cite Article) Resolution (What resolution is grievant requesting?)

Summary of Discussion (Fill in after meeting is held)
Disposition of administration and / or Resolution (Fill in after meeting is held)

*If the matter is not resolved by this meeting, grievant may take a reasonable amount of time to resolve situation with administrator. That may include another meeting. If no resolution is in sight, **Step 1** of the **Formal Grievance Form** may be completed and presented to the administrator.*

Signature of KEA representative _____
Date _____

Signature of KPS administrator _____
Date _____