

# APPENDIX

## MIDFIELD CITY SCHOOLS GRIEVANCE REPORT

### Personal Information:

Name of Grievant: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Telephone Number: \_\_\_\_\_

Worksite:      MES              RMS              MHS

Work Telephone Number: \_\_\_\_\_

Other Means of Contacting Grievant:

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### Description of Grievance:

Describe the grievance, including the date(s) of the action or decision that is the subject of the grievance, and all pertinent facts supporting the grievance:

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Identify (and attach) any Board policy, procedure, or work rule that has been violated or misapplied:

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Identify supervisors, administrators, or other decision makers whose actions led to the filing of the grievance, and all witnesses or other persons having information that is relevant to the grievance:

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Attach or include copies of documentary material or other evidence that is relevant to the grievance:

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Description of Specific Relief (Corrective Action) Sought:

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Description of efforts made to resolve the problem or complaint (if no such effort has been made to date, explain why):

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I affirm that to the best of my knowledge, the foregoing information is true, accurate, and complete.

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Signature of Employee/Grievant

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Date