

FRANKLIN-MCKINLEY SCHOOL DISTRICT
645 Wool Creek Drive, San Jose, CA 95112

GRIEVANCE FORM – STEP 1

Submission of Complaint – All portions of this section must be completed by the grievant.

Employee Name:

Work Location:

Statement of Grievance:

Specific section of contract alleged to have been violated (cite source).

Specific remedy sought:

Date

Signature

Upon completion of this section, grievant shall retain one copy and give four copies to immediate supervisor.

Immediate Supervisor's Response - _____

Date

Signature

Upon completion of this section, immediate supervisor shall retain one copy and send copies to grievant, Director of Human Resources, and Association.