

## Grievance Checklist

1. Clearly identify the issue - (what happened?)
2. Who are the grievants - (who was involved in the incident?)
3. Date, time, and place of the incident - (check time limits.)
4. Name of the party-giving rise to incident - (Principal, Superintendent, and School Board.)
5. What area of the contract was violated?
6. Documentation of Violation:
  - a. Witnesses
  - b. Written material (Administrative directives, etc.)
7. Relief Requested
8. Who is the aggrieved party:
  - a. Individual
  - b. Group
  - c. Association
9. By the grievance definition in your contract and with the alleged section of your contract, do you have a grievance?  
Yes\_\_\_\_\_ No\_\_\_\_\_
10. In either case in Point 9 the matter should be referred to your President.
11. If the President or grievance committee decides that the contract has been violated, move immediately to the grievance form and the grievance monitoring form.