

APPENDIX D

**GRIEVANCE FORM**

APPOQUINIMINK SCHOOL DISTRICT  
Odessa Park Building  
313 South Fifth Street  
Odessa, DE 19730

**LEVEL ONE- informal conversation with supervisor**

**LEVEL TWO**

GRIEVANCE:

Date of Alleged Violation of Contract or Board Policy:  
Contract Article:  
Contract Section:  
Contract Paragraph:  
Board Policy Section:

\_\_\_\_\_ Individual  
\_\_\_\_\_ Association  
\_\_\_\_\_ Class  
\_\_\_\_\_ Building  
\_\_\_\_\_ Assignment

Statement of Grievance:

Remedy Sought:

Date: \_\_\_\_\_ Grievant's Signature: \_\_\_\_\_

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Date Received: \_\_\_\_\_

Supervisor's Decision:

Date: \_\_\_\_\_ Supervisor's Signature: \_\_\_\_\_  
(Supervisor returns all copies to Grievant)

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Date Received: \_\_\_\_\_

\_\_\_\_\_ Decision Satisfactory

\_\_\_\_\_ Decision is appealed to Level Three for the following reason:

Date: \_\_\_\_\_ Grievant's Signature: \_\_\_\_\_

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**LEVEL THREE**

Date Received: \_\_\_\_\_

Date of Hearing: \_\_\_\_\_

Superintendent's (Designee's) Decision:

Date: \_\_\_\_\_ Superintendent's Signature: \_\_\_\_\_  
(Supervisor returns all copies to Grievant)

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Date Received: \_\_\_\_\_

\_\_\_\_\_ Decision Satisfactory

\_\_\_\_\_ Decision is appealed to Level Four for the following reason:

Date: \_\_\_\_\_ Grievant's Signature: \_\_\_\_\_

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**LEVEL FOUR**

After such hearing, if the individual is not satisfied with the decision at Level Three, the matter may be submitted to grievance mediation.

Date Received: \_\_\_\_\_

Date of Mediation Session: \_\_\_\_\_

\_\_\_\_\_ Dispute Resolved

\_\_\_\_\_ Grievance is appealed to Level Five for the following reason:

Date: \_\_\_\_\_ Grievant's Signature: \_\_\_\_\_

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**LEVEL FIVE**

After mediation, if the individual is not satisfied with the outcome at Level Four, and the Association determines that the grievance is meritorious it may submit the grievance to final and binding arbitration as prescribed by Article 3 of this Agreement.

