**Grievance #**

**Level I**

**Grievant:**<Person filing the grievance>

**School/Dept:** \_       **Supervisor:**

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| --- |
| **Contract section(s) violated:** |

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| --- |
| **Cause for Grievance (**include date of infraction and/or when infraction became known to grievant)**:** |

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| --- |
| **Remedy:** |

|  |  |  |
| --- | --- | --- |
| **Informal Held** | **date: \_\_\_\_\_\_\_\_\_\_** | **Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Moved to Level II:** | **date: \_\_\_\_\_\_\_\_\_\_** |  |
| **Moved to Arbitration:** | **date: \_\_\_\_\_\_\_\_\_\_** |  |

|  |  |  |
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| **Grievant** |  | **Date** |
|  |  |  |
| **UTR Representative** |  | **Date** |

**Please document all conversations, meetings, email, and other communication on this sheet. This will support your position in case of the need to file a grievance.**

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| **Date** | **Participants** | **Summary** | **Outcome** |
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