

**READING EDUCATION ASSOCIATION
GRIEVANCE/COMPLAINT REQUEST**

(Circle one that applies)

Grievance – violation of the Collective Bargaining Agreement (contract) and/or Federal or State Law.

Complaint - violation of Policy Handbook or a written Policy.

1) Section of Contract, Policy Handbook, or Board Policy violated:

2) Description of incident include (use additional paper and attach if necessary):

3) Description on how member(s) is/are affected(use additional paper and attach if necessary):

4) Relief Sought:

5) Date incident occurred: _____

6) Results of discussion between REA representative, grievant and administrator involved (Level I of Grievance Process, use additional paper and attach if necessary):

7) Attach any supporting documents, administrative response, and any other information that may have a bearing.

To the best of my knowledge the information is accurate and complete.

Building: _____

Building REP: _____
(PRINT NAME)

(SIGNATURE)

Member: _____
(PRINT NAME)

(SIGNATURE)

(DATE)

(HOME PHONE NUMBER)

MAKE A COPY OF EVERYTHING FOR YOUR RECORDS AND SEND ANOTHER TO REA OFFICE