RE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FROM: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

GRIEVANT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**LEVEL TWO GRIEVANCE**

LEVEL: TWO

DATE OF GRIEVANCE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE OF LEVEL ONE CONFERENCE: \_\_\_\_\_\_\_\_\_\_

DATE OF RESPONSE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear **<CHIEF ACADEMIC OFFICER—BE SURE TO WORK WITH YOUR REP ON WHO TO ADDRESS THIS TO>**,

Pursuant to Article 13.4.3 of the collective bargaining agreement between Asociación de Maestros Unidos and Green Dot Public Schools, this letter is to begin a Level Two Grievance. As you know, within a timely manner, a conference must take place. I request that this meeting take place on or before **<DATE>.** Also, within 10 working days of the Level Two Conference, a written response must be returned from you.

At the Level Two Conference, I request that my AMU representative, **<INSERT NAME HERE>**, is present, and that we communicate over substitute coverage for said meeting.

Written below is a concise summary of the grievance, relevant contract language form the collective bargaining agreement, and a proposed resolution.

**Concise Summary of Grievance:**

*<In this section, include a concise summary of the incident that occurred. Be sure to include all of the following items, and if possible keep this to a paragraph or two:>*

* *Date of incident*
* *Person(s) involved*
* *Application of the contract*
* *Reasoning why the contract was not followed.*

*<Example:>*

<On August 1, 2015, Mr. Principal violated the progressive discipline outlined in Article 17.4 against the Grievant, Susi B. Teacher. The principal entered a written warning for unprofessional behavior into the Grievant’s file without a previous, verbal warning issued. >

**GDPS Proposed Resolution:**

*<Include the proposed resolution that was determined at the Level One conference:*

*<Example:*

“In light of the foregoing, the Written Warning will remain in your personnel file without a Verbal Reprimand.>

**Grievant Proposed Resolution:**

*<Include a new proposal for resolution.*

*Since a Verbal Warning was not issued or documented, the Grievant proposes the Written Warning be reduced to a Verbal Warning, and taken out of the Grievant’s file.>*

**Reasoning for Proposed Resolution:**

*<Include reasoning for new resolution, as well as cite as much of the Level One response. Be specific in your references.>*

*<Example>*

 *Mrs. Principal had determined that my clothing and behavior on the date described above were unprofessional. However, Mrs. Principal did not communicate in any way to me that my clothing and conduct were unprofessional. On \_\_\_\_\_\_ date, I received notice that a written warning would go on my file. Since my clothing and conduct are not “egregious”, no steps in progressive discipline should be skipped, and I must first be issued a Verbal Warning before a Written Warning is recorded in my file.*

**Relevant Article(s):**

*<Research the relevant articles, and type them in below. Include any new >*

17.4 **Progressive Discipline**: Absent egregious conduct, GDPS shall utilize a discipline process which includes the following progression: verbal warning; written warning; written reprimand; suspension without pay; and termination.

17.4.1 **Verbal Warning**

A verbal warning may result in a written summary thereafter by the administrator. In such instances, the summary shall confirm the matter is a verbal, not a written warning. This written summary shall not be entered into the unit member’s personnel file unless in the event of subsequent discipline, the matter is referenced by GDPS.

17.4.2 **Written Warning**

A written warning may be issued when the verbal warning fails to bring about the proper conduct. Within ten (10) work days of receipt of the written warning, the employee has the right to provide a written response which shall be attached to warning.

Sincerely,

<INSERT YOUR NAME HERE>