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

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

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

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

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

**LEVEL ONE GRIEVANCE**

LEVEL: ONE

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

Dear **<PRINCIPAL>**,

Pursuant to Article 13.4.1 of the collective bargaining agreement between Asociación de Maestros Unidos and Green Dot Public Schools, this letter is to begin a Level One Grievance. As you know, within ten calendars of your receipt of this letter, a conference must take place. This meeting should take place no later than <**DATE>.** Also, within 10 working days of that conference, a written response must be returned from you.

At the Level One 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. >

**Proposed Resolution:**

*<Include a specific goal that the grievant proposes as a resolution to the grievance:*

*<Example:*