



**GRIEVANCE FORM - Step 2 - Formal**  
*(Immediate Supervisor)*

Original: Immediate Supervisor  
Copies to: District Superintendent  
Grievant  
AETA President

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**Submission of Complaint:** All portions of this section must be completed by grievant.

Employee Name: \_\_\_\_\_ Work Location: \_\_\_\_\_

Contract Article Violated: \_\_\_\_\_ Date of Incident: \_\_\_\_\_

**Circumstances Involved in Violation:**

**Remedy Sought:**

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature*

***Upon completion of this section, grievant shall present original and 2 copies to immediate supervisor. A copy should be retained by grievant.***

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Immediate Supervisor's Response: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature*

***Upon completion of this section, immediate supervisor shall retain original, present a copy to grievant, and forward a copy to Superintendent.***