**Grievance Inquiry**

Please use this document to inquire about the possibility of a grievance. Briefly summarize/describe the incident. Please include dates, times, and names of others present.

Please indicate the article number and section of the contract that would support your grievance.

Example:

Article IX Grievance Procedure

A. An employee covered by this Agreement who has a grievance shall discuss it with his/her immediate supervisor either personally or through the appropriate representative of the Association within ten (10 school days from the date on which the incident giving rise to the grievance has occurred or when the employee has knowledge of such incident. (Collective Bargaining Agreement July 1, 2019 – June 30, 2022, p. 8)