

GBK5—Grievance Procedures: Level 2 Response Form

Decision of the Administrator

To be completed by the Administrator within five (5) days after formal filing.

Grievant: _____

Date of Formal Grievance Presentation: _____

Immediate Supervisor: _____

Decision of the Administrator and reasons:

Date of Decision: _____

(Signature of the Administrator)

Grievant's Response: [to be completed by the grievant within five (5) days after the decision]

_____ I accept the above decision of the Administrator.

_____ I hereby refer the above decision to the Board of Directors, with reasons detailing my non-acceptance of the resolution at Level 2 and any relief sought (Level 3).

Date of response: _____

(Signature of grievant)