

GBK3—Grievance Procedures: Level 1 Response Form

Decision of Immediate Supervisor

To be completed by immediate supervisor within five (5) days after formal filing.

Grievant: _____

Date of Formal Grievance Presentation: _____

Immediate Supervisor: _____

Decision of immediate supervisor and reasons:

Date of Decision: _____

(Signature of Immediate Supervisor)

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

_____ I accept the above decision of the immediate supervisor.

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

Date of response: _____

(Signature of grievant)