

**PHILLIPSBURG SCHOOL DISTRICT
PHILLIPSBURG, NEW JERSEY**

NAME OF GRIEVANT	DATE FILED
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This form is to be used at level II which states, "If as a result of the discussion, the matter is not resolved to the satisfaction of the employee within five (5) work days, the employee may set forth the grievance in writing to the immediate superior on the grievance form provided". (If additional space is needed, attach additional sheet).

ALL GRIEVANCES SHALL BE PROCESSED ACCORDING TO ARTICLE III OF THE AGREEMENT

LEVEL II

A. Date Cause of Grievance Occurred _____

B. 1. Statement of Grievance (Should include Contract Article & Paragraph) _____

2. Relief Sought _____

Signature Date

C. Disposition of Principal or Immediate Superior _____

Signature Date

D. Position of Grievant and/or Association _____

Signature Date

LEVEL III

If the matter has not been resolved, "The employee, no later than five (5) work days after receipt of the immediate superior's decision, may appeal the immediate superior's decision to the Superintendent of Schools. The appeal must be made in writing reciting the matter submitted to the immediate superior as specified above and the dissatisfaction with decisions previously rendered".

A. Date Received by Superintendent _____

B. Disposition of Superintendent _____

Signature Date

C. Position of Grievant and/or Association _____

Signature Date

LEVEL IV

A. Date Submitted to Board of Education Secretary _____

B. Date Received by Board of Education Secretary _____

C. Disposition by the Board of Education _____

Signature Title Date

D. Position of Grievant _____

Signature Date

E. Position of Association _____

Signature Position Date

LEVEL V

A. Date Submitted to Arbitration _____

B. Recommendation of Arbitrator

Signature of Arbitrator Date