

ASSOCIATED POMONA TEACHERS

LEVEL 1 GRIEVANCE NOTIFICATION

(To be completed AFTER verbal, informal conference.)

From: _____ Home Phone _____

Today, _____ (date), I had an informal conference with my immediate Administrator,

_____ (name) regarding the violation of contract

Article _____ Section _____

My concerns are as follows:

The remedy I seek is:

Check one:

My principal's response was satisfactory.

My principal has 5 working days to demonstrate response to my concern. That date is _____

My principal's response was not satisfactory. I am going to proceed to Level 2 (formal written grievance).

Please send this completed form to APT via U.S. Mail, Faculty Rep, Grievance Rep or drop it off at the APT office.

Thank you.

School: _____ Witness: _____

(if there was one)

Please sent or fax a copy to the APT office for record keeping. Thank you.
Fax (909) 620-6319