

**Newark Teachers Association
Informal Grievance Form**

Name: _____ Site: _____ Today's Date: _____

CBA Article 5.2 - Before filing a formal written grievance, the grievant shall attempt to resolve the matter by means of an informal conference with his/her immediate supervisor. The immediate supervisor shall schedule a meeting with the grievant within three (3) days of the request for the meeting.

This document serves as the request for a meeting or a resolution before a formal grievance. When meeting, please make sure to have a NTA representative as witness.

STATEMENT OF GRIEVANCE(S)

1. State the alleged misapplication(s) of article(s) in the current Collective Bargaining Agreement, Memorandum of Understanding, Board Policy, or CA Education Code.

2. State the relevant facts and if applicable, provide other documentation or attach another sheet if needed.

Date of Incident:

Name(s) & Title(s) of those involved:

Witness(es):

Summary:

3. Please describe the resolution you would like taken.