

# STEP 1 – GRIEVANCE PROCEDURE

## Notice to School Administrator

### Request for Meeting

TO: \_\_\_\_\_  
(School Administrator)

DATE: \_\_\_\_\_  
(Note: date of the request establishes the grievance procedure timeline)

Pursuant to Article A.6., a meeting is requested to resolve a grievance.

Clauses alleged violated \_\_\_\_\_

\_\_\_\_\_  
Signature – Staff Rep or Local Employee

This Step 1 grievance procedure is to try and resolve this at the school level.

Copies to:

- VESTA Grievance Officer
- Staff Rep
- Grievor