

**STAFF COMPLAINTS AND GRIEVANCES**  
**(Grievance: Level Four Findings)**  
**(Before the Board of Education of the Clinton School District #124)**

This form provides the opportunity for an employee to question the application of a Board policy, regulation or procedure, or of an employee handbook, employee contract or existing law and to secure at the lowest administrative level an equitable, prompt and satisfactory solution. Complaints relating to discrimination or harassment will be resolved in accordance with policy AC and regulation AC-R.

**Grievant's Information**

Employee Name: \_\_\_\_\_

Date: \_\_\_\_\_

Home Address: \_\_\_\_\_

Work Location: \_\_\_\_\_

Title: \_\_\_\_\_

**Level Four: Board of Education**

Date Grievance Received at this Level: \_\_\_\_\_

Findings and Conclusions: (Use additional sheet if necessary.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Corrective Action (Use additional sheets if necessary).**

Is corrective action needed?  Yes  No

If yes, state the type of corrective action that will be recommended.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FILE: GBM-AF5  
Basic

Signature of Board Chairperson

Date

This response shall be presented to the grievant within 15 working days of receipt after the next regularly scheduled Board meeting.

\* \* \* \* \*

***Note: The reader is encouraged to review policies and/or procedures for related information in this administrative area.***

Implemented: 03/10/2003

Clinton School District #124, Clinton, Missouri