

NEA-Danbury P.R. & R. Form  
**I Think I Have a Grievance**

**Directions:** This form is to be completed by the professional staff member(s) who feel(s) that they may have a grievable situation. The P.R. & R. (Professional Rights and Responsibilities) Committee and/or Association Officers will check into the situation and contact the members to relate findings or determination.

Name:	
Cell Phone:	
School:	
Position:	

Immediate supervisor or building principal (with title):

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## The Situation

1. **WHERE** did the problem occur? (classroom, yard, etc.)

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2. **WHEN** did it happen? Date: \_\_\_\_\_ Time: \_\_\_\_\_

3. **WHO** were the persons involved? (names and whether student, parent, employee, management, etc.)

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4. Were there other witnesses to the event? (use same format as #3, above)

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5. Clearly explain **WHAT** happened with as much detail as possible.  
(Use an extra sheet of paper if necessary.)

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6. Was something done as a result of this problem/ incident? (If yes, what and by whom)

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7. **WHAT** sections of the current NEA-Danbury contract have been violated?

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*Remember, a grievance is a claim that the employment contract has been violated.  
To have a legitimate grievance, there must be a violation of something.*

8. **WHAT** steps have you taken to resolve this issue?

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9. Based on the above, do you want to file a grievance?     Yes     No

Why or why not?

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10. Please print, complete, staple shut, and turn in to your union building chair.

<p><i>For union use only:</i></p> <p>_____ <b>Resolved:</b> (explain)</p> <hr/> <p>_____ <b>Move to P.R. &amp; R Committee Level</b></p>
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NEA-REP: \_\_\_\_\_

DATE: \_\_\_\_\_