

Fontana Teachers Association Grievance Intake Form

Date: _____

FUSD Member Name: _____

Site: _____

Assignment: _____

Personal Email: _____

Cell Phone #: _____

Text Messages: ☐ Yes ☐ No

A grievance is a violation, misinterpretation, or misapplication of some part of the Collective Bargaining Agreement (aka Contract). Be as factual as possible. **Facts win grievances, not emotions.**

1. Article/s of the Contract violated: _____
2. What happened? _____

3. Who is the responsible administrator? _____
4. Where did it happen? _____
5. When did it happen? _____
6. Who was involved and how? _____
7. Who may have witnessed this? _____
8. Are there past practices that apply? (i.e. is there something done at your site that isn't in the Contract but is an accepted way of doing things). If yes, please explain. _____

9. Were there any laws broken? _____
10. Were there any Board Policies broken? _____

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11. Were there any rules or regulations broken? (i.e. OSHA violations, EEOC, Fair Housing and Employment, SELPA, etc.) _____
12. Explain why you think this happened. Do you think it was a misunderstanding or a misinterpretation? _____

13. Have you been affected by this? If so, please explain. _____

14. What harm has been done? Please explain. _____

15. Please provide as much documentation as possible about this incident, including, but not limited to what led up to it and what came after it.
16. Please share anything else you think the Grievance Team should know. _____

