NAPA VALLEY UNIFIED SCHOOL DISTRICT

INFORMAL GRIEVANCE: INTEREST BASED PROBLEM SOLVING FORM (Article 8.4.1.1)
TO BE USED PRIOR TO FILING GRIEVANCE FORM – LEVEL 1

Employee's name:_____Work Site:_____

Overview of concern, including date of occurrence and name(s) of administrator(s) involved:

_____

_____

_____

Article and section of collective bargaining agreement employee believes has been violated:

_____

_____

_____

Task	Completed	Comments/Notes:
Establish/review norms		
Define concern stating specific contract article		
Charting		
Identification of interests and options		
Reducing the list of options		
Development of "straw design"		
Interest Based Problem Solving meeting resolution		❑ Problem resolved ❑More meeting time required (Scheduled for _____) ❑Parties agree to Submit Level 1 Grievance

_____

Signature of employee Print Name Date

_____

Signature of administrator Print Name Date