



United Teachers of Dade Pre-Grievance Form

Member Name: _____ **Employee Number:** _____

Member at time of incident: Y N (Check 1) Join Date ____/____/____

Home Telephone # ____-____-____ Work Telephone # ____-____-____ Ext ____

Cell Telephone # ____-____-____ E-Mail Address: _____

Home Address: _____ Work Location _____

Position / Job Title: _____ MDCPS hire date: ____/____/____

Building Steward: _____ Steward contacted: Y N (Check 1)

Supervising Principal/Administrator: _____ Wk Loc.# _____

Contract Section Violated: *(required)* Article: ____ Section: ____ Letter: ____

Date Grievance occurred: ____/____/____ *(required)* Date UTD Notified: ____/____/____

30th Working Day from Violation: ____/____/____

Nature of Violation: _____

_____ *(required)*

Witnesses to violation or persons with pertinent information:

Name: _____ Contact information: _____

Statement Summary: _____

Name: _____ Contact information: _____

Statement Summary: _____

Name: _____ Contact information: _____

Statement Summary: _____

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Pertinent Evidence/Documentation: (please attach a copy)

1) Date Generated: ____/____/____ Date Obtained by Grievant: ____/____/____

Generated By: _____ Received By: _____

Description: _____

Relevance to Grievance: _____
(Section required)

2) Date Generated: ____/____/____ Date Obtained by Grievant: ____/____/____

Generated By: _____ Received By: _____

Description: _____

Relevance to Grievance: _____
(Section required)

3) Date Generated: ____/____/____ Date Obtained by Grievant: ____/____/____

Generated By: _____ Received By: _____

Description: _____

Relevance to Grievance: _____
(Section required)

4) Date Generated: ____/____/____ Date Obtained by Grievant: ____/____/____

Generated By: _____ Received By: _____

Description: _____

Relevance to Grievance: _____
(Section required)

(Section Required)

Informal resolution sought by: _____ Date: ____/____/____

Informal resolution sought with: _____

Response from Administration: _____

Relief sought to be discussed with UTD Organizer