

**Appendix E  
STEP I Grievance Form  
Natomas Unified School District**

*When the Grievant believe cause exists for a grievance, he/she shall contact the immediate supervisor alone, or with his/her representative in an attempt to resolve the matter before submitting this Step 1 Grievance form.*

Grievant: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Site/Department: \_\_\_\_\_ Immediate Supervisor: \_\_\_\_\_

Date of Step 1 meeting between Immediate Supervisor and Grievant: \_\_\_\_\_

Alleged Contract Article Violated: \_\_\_\_\_ Date(s) of Alleged Violation: \_\_\_\_\_

Facts:

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Specific Contract Sections Alleged to Have Been Violated:

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Remedy Requested:

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Grievant's Signature                      Date                      Immediate Supervisor's Signature                      Date Received

Note: If additional space is needed for any sections, attached an additional sheet.

**Appendix E  
 STEP II Grievance Form  
 Natomas Unified School District**

Grievant: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Site/Department \_\_\_\_\_ Immediate Supervisor: \_\_\_\_\_

Date of Step I Grievance: \_\_\_\_\_ Date of Step I Response: \_\_\_\_\_

Reason for Appeal:

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 Grievant's Signature Date

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 Superintendent's Designee Date

**Note: Attach Step I Grievance and Immediate Supervisor's response.**

**Appendix E  
STEP III Grievance Form – Written Notice of Mediation  
Natomas Unified School District**

Grievant: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Site/Department \_\_\_\_\_ Immediate Supervisor: \_\_\_\_\_

Date of Step II Grievance: \_\_\_\_\_ Date of Step II Response: \_\_\_\_\_

Reason for Appeal:

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Grievant's Signature                                  Date

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Superintendent's Designee                                  Date

**Note: Attach Step I and Step II Grievance and the Superintendent's Designee's response.**

**Appendix E**  
**STEP IV Grievance Form**  
**Natomas Unified School District**

Grievant: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Site/Department \_\_\_\_\_ Immediate Supervisor: \_\_\_\_\_

Date of Mediation: \_\_\_\_\_

Reason for Appeal to Governing Board:

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Grievant's Signature                      Date

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Superintendent's Designee                      Date