

# NEA-SF Pre- Grievance Intake Form

Time and date of incident(s):

Date of this report:

Employee Name:

School:

Job:

NEA member? Yes \_\_\_\_\_ No \_\_\_\_\_

Contact Information: Phone (home and school):

Home e-mail:

Collective Bargaining Agreement/ Code of Conduct/ Board Policy Infraction:

Summary of events/issues:

Meetings overview/ list all people present and their titles, plus meeting(s) outcome:

Extenuating Circumstances:

Additional Comments:

Action(s) Taken by Association Rep in the building (who, what, where, when):

**FILL OUT THIS FORM AND SEND COPY TO:**

[gracemayer11@comcast.net](mailto:gracemayer11@comcast.net)

CONSULT COLLECTIVE BARGAINING CONTRACT ABOUT GUIDELINES FOR  
FILING GRIEVANCES

THE LINK TO THE ONLINE COLLECTIVE BARGAINING CONTRACT IS:

<http://www.cbcontract.blogspot.com/>

COPIES OF THE COLLECTIVE BARGAINING CONTRACT ARE AVAILABLE IN  
YOUR SCHOOL OFFICE, THROUGH THE ASSOCIATION REP IN YOUR  
BUILDING, OR ONLINE (see above)