



# Elementary Teachers' Federation of Ontario

Fédération des enseignantes et des  
enseignants de l'élémentaire de l'Ontario

603 Palace Street  
Whitby, Ontario  
L1N 6S5

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## ● Durham Local ●

### Step One Grievance Form as per Collective Agreement : September 1, 2008 - August 31,

2012

10.04

#### Step 1

A teacher who has a complaint relating to the interpretation, application, administration or alleged violation of this Agreement shall inform the Principal and/or appropriate Superintendent of Education/Area. Such a complaint shall be brought to the attention of the Principal and/or appropriate Superintendent of Education/Area, stating, in writing, the specific clauses being contravened, within ten (10) regular school days of the occurrence or origination of the circumstances giving rise to the complaint. The Principal or Superintendent of Education/Area shall, within five (5) school days, attempt to resolve the complaint informally at a mutually agreed upon time. The teacher may have the assistance of the Bargaining Unit President or Grievance Officer.

The Principal shall consult with and may seek the assistance of the appropriate Superintendent of Education/Area (or designate) should there be an informal meeting. Notwithstanding the above, the Superintendent's (or designate's) and the Principal's answer shall be forwarded to the teacher not later than ten (10) regular school days after receiving the complaint in writing.

#### **TO:**

Principal's Name: \_\_\_\_\_

School: \_\_\_\_\_

#### **FROM:**

Teacher's Name: \_\_\_\_\_

Assignment: \_\_\_\_\_

Date of Grievance: \_\_\_\_\_

Cause of Grievance (Please be Specific): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Redress Sought: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Teacher's Signature: \_\_\_\_\_

Present completed form to your Workplace Steward.

Ensure a copy is FAXED (905) 666-5293 **OR**

sent via DDSB courier to ETFO Durham Teachers' Local, 603 Palace Street, Whitby

