

**READING EDUCATION ASSOCIATION  
GRIEVANCE/COMPLAINT REQUEST**

*(Circle one that applies)*

**Grievance** – violation of the Collective Bargaining Agreement (contract) and/or Federal or State Law.

**Complaint** - violation of Policy Handbook or a written Policy.

- 1) Section of Contract, Policy Handbook, or Board Policy violated:
  
- 2) Description of incident include (use additional paper and attach if necessary):
  
- 3) Description on how member(s) is/are affected(use additional paper and attach if necessary):
  
- 4) Date incident occurred: \_\_\_\_\_
  
- 5) Results of informal discussion between REA representative, grievant and administrator involved (Level I of Grievance Process, use additional paper and attach if necessary).
  
- 6) Attach any supporting documents, administrative response, and any other information that may have a bearing.

**To the best of my knowledge the information is accurate and complete.**

**Building:** \_\_\_\_\_

**Building REP** \_\_\_\_\_  
(PRINT NAME) (SIGNATURE)

**Member:** \_\_\_\_\_  
(PRINT NAME) (SIGNATURE)

\_\_\_\_\_  
(DATE) (HOME PHONE NUMBER)

**MAKE A COPY OF EVERYTHING FOR YOUR RECORDS AND SEND ANOTHER TO REA OFFICE**