

Date Received: _____ Rec'd By _____ NHEA Position _____

Signature: _____

NHEA Issue/Concern or Grievance Form (circle one)

Please give this to your NHEA Building Representative. If it needs clarification they will contact you.

Please try to be as specific as possible when completing this form as it will allow the NHEA to better serve and protect your interests. When completed please return to your building representative.

Name: _____ School: _____

Position: _____ # of Years in District: _____

Date: _____ Contact Information: Phone: _____ E mail: _____

Signature: _____ Date: _____

Concerns/Issues/Grievance—

Date(s) of occurrences: _____

If you believe it is a specific **Contractual issue please complete the following:**

Article # of Contract: _____ PageNumber: _____

Explain:

State Nature of Issue/Concern/Grievance:

Timeline Concerning Evidence of Issue: (attach any copies of documents or evidence)

Explain steps taken to investigate/resolve the situation or issue:

Suggested Remedy/Motion

Action Taken: