



DEPARTMENT OF EDUCATION

**SCHEDULE 4 – GRIEVANCE PROCEDURES
NOTICE OF STAFF GRIEVANCE**

Reference document: *An Agreement between the Bermuda Government and the Bermuda Union of Teachers- “the Agreement”*

This form is to be completed by a Grievant who considers that the Agreement has been breached and that informal attempts to reach a settlement have failed.

SECTION A: STEP 1

This Section is to be submitted to the Principal, who will address the matter within three (3) days of receipt.

Name of Grievant(s): _____

School: _____ **Principal:** _____

SECTION B: STEP 2

State the person /organization against whom/which the grievance is being laid.

Name: _____ **Position:** _____

Describe in full the actions which form the basis of this grievance, including dates, persons involved, etc. Attach additional sheets if necessary.

State the reasons why the actions identified above provide grounds for a grievance.

What actions have been initiated to settle the grievance informally?

Why has the grievance not been satisfactorily settled?

What actions would you recommend to settle the grievance?

Signature: _____

Date: _____

Signature: _____

Date: _____

SECTION C

This Section is to be completed if there is no settlement of the Grievance at Step 1.

In accordance with Step 2, the form must be submitted to the Commissioner of Education (Maintained Schools) or the Board of Governors (Aided Schools).

The Commissioner of Education or the Board of Governors will deal with the matter within ten (10) days of receipt.

What actions have been taken by the supervisor to settle the grievance?

Why did the actions not meet with your approval?

Signature: _____

Date: _____

Signature: _____

Date: _____

For Official Use Only

Date received:

Date of Interview:

Recommendation(s)

Action Taken:

File:

Signature and Date: