

TTUTA'S GRIEVANCE REPORT TEMPLATE

(For Association Use Only)



General Information

School	District
Date	Time
Name of Staff Rep	
Phone	Email
Name of the Aggrieved Teacher	
TTUTA Number	Post Held
Phone	Email
Principal of the Aggrieved Teacher	
Phone	Email

What Happened

When

Where

Who

What

Why

Notes

Additional Documentation/Evidence

Staff Rep Recommendation

Administration's Position

Relevant Background (History)

Witnesses(statements to be attached)

Witness 1	Name	Phone	Post
Witness 2	Name	Phone	Post
Witness 3	Name	Phone	Post

Why is it a Grievance? Clause of Collective agreement, Circular and/or Regulation violated

Desired Corrective Action (want)

Signature Staff Rep

Signature of the Aggrieved Teacher

Grievance Procedure

FIRST STEP – Principal

Time

Date

Resolution/Recommendation

Name of Staff Rep

Signature Staff Rep

SECOND STEP - School Supervisor I or II / Tobago SSIII

Time

Date

Resolution/Recommendation

Name of DFO

Signature DFO

THIRD STEP - Supervisor III / Tobago Chief Administrator

Time

Date

Resolution/Recommendation

Name of IRO

Signature IRO

FOURTH STEP - Permanent Secretary / Tobago Chief Administrator

Time

Date

Resolution/Recommendation

Name of IR Committee Member

Signature IR Committee Member

FIFTH STEP - Meeting with Chief Personnel Officer

Time

Date

Resolution/Recommendation

Name of IR Committee Member

Signature IR Committee Member

SIXTH STEP – Minister of Finance (SPECIAL TRIBUNAL)

Time

Date

Resolution/Recommendation

Name of IR Dept. Member

Signature IR Dept. Member