



STEP ONE—GRIEVANCE PROCEDURE

Request for Meeting

To: _____ (Principal or Employer Official)

From: _____ (DTA, Staff Rep, or Employee)

Date: _____ (Note: the date of this request sets the grievance procedure timeline)

In accordance with Article A.6.2a, a meeting is requested to address and resolve the grievance.

Signature of DTA, Staff Rep, or Employee

Copies should be sent to DTA Office, Staff Rep, Grievor