

**Fontana Teachers Association
Grievance Intake Interview Form**

Please fill out the following information. Your answers will help us to investigate and advise you. Please be as forthcoming as possible and we will keep your information confidential.

Name: _____ Date: _____

Site: _____ Assignment: _____

Home email: _____ Home phone: _____
Text Messages? Yes ___ No ___

A grievance is violation, misinterpretation, or misapplication of some part of our contract. Try to be as factual as possible. **Facts win grievances, not emotions.**

What happened?

Who is the responsible administrator? _____

Where did this happen?

When did this happen?

Who was involved and how?

Who may have witnessed this?

What is/are the contract violation(s)? (Please indicate contract article number if possible)

Are there past practices that apply? (i.e. Is there something that we do that isn't in contract but it is the accepted way of doing things?) If yes, please explain.

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Were there any laws broken? Board policy? Other rules or regulations?

Why do you think this happened? (e.g. a misunderstanding, misinterpretation, etc.)

How have you been affected by this?

What harm has been done?

What would make you “whole?” What remedy do you think is appropriate?

Can you document the incident and/or what led up to it or came after it? If yes, how?

Is there anything else you think the Grievance Team should know?

Signature _____ Date _____