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.
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

(continued next page)
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 _______________