

LEVEL I GRIEVANCE



GRIEVANCE NUMBER: _____ (obtain from OEA)

TO: _____
(immediate administrator)

DATE: _____

FROM: _____

SITE/DEPT: _____

EMAIL: _____

PHONE: _____

PRE-FORMAL CONFERENCE DATE HELD: _____

DESCRIPTION/CONTRACT PROVISIONS VIOLATED

REMEDY/RESOLUTION SOUGHT

Email this form to your immediate administrator, your OEA Site Representative and the OEA Grievance Committee (grievances@oaklandea.org).

OEA-OUSD Contract Section 14.5.6: "The administrator must respond in writing within seven (7) days after receipt of the grievance indicating the decision and supporting reasons."