



Dispute/Issue Interview Form

As you prepare for an informal level grievance dealing with a dispute or issue, you must be thinking ahead to the possibilities that could develop. To that end, documentation is key. For every grievance you initiate, whether it is handled with a

conversation with an administrator on your campus or it is moving beyond that level to a more formal process, please fill out this form completely and forward it to our Grievance Chair and to our president.

Date: _____

Grievant's Name: _____

Position: _____ Site: _____

Work phone: _____ Home phone _____

- What is the complaint? _____

- Who is involved? _____
Administrator? _____
Witnesses? _____
- Where did the incident occur? _____
- What articles of the contract are misapplied, misinterpreted or violated?

- How has the employee been affected? _____

- What remedy/solution does the employee seek? _____

- Does the employee want to grieve? ____ Yes ____ No
- Are we within the grievance timelines? ____ Yes ____ No
- What was the first day HDTA did or reasonably should have known about this issue?

- What is the last day that we can file the grievance? _____

Comments: _____

Name of Representative: _____

Work Phone: _____ Home Phone: _____

Send copy to HDTA President and to Grievance Chair

