

APPENDIX B cont.

FORMAL LEVEL 2:

*Meeting with next higher-level supervisor must occur within ten (10) business days of Grievant's notification of not satisfied with their Supervisors Formal Level 1 response.

Meeting Date: _____ Meeting Location: _____

Attendees at Meeting:

Higher Level Administrator's Response:

*Written response must be rendered within ten (10) business days of Formal Level 2 meeting.

Attach additional pages as needed.

Higher Level Administrator Signature: _____ Date: _____

To be completed by Association or Grievant:

I am satisfied with the Level 2 grievance response.

I am not satisfied with the Level 2 grievance response and request a Formal Level 3 Special Conference

Signature: _____ Date: _____