

ALVORD UNIFIED SCHOOL DISTRICT
10365 Keller Avenue
Riverside, California 92505

AEA INFORMAL CONFERENCE FORM

Grievant Name _____ Work Site _____

Appropriate Administrator Name _____

Date of Conference _____

Date of alleged violation, misinterpretation or
misapplication of a provision within the Agreement _____

Brief description (completed by the Grievant): _____

Brief description of decision rendered (completed by the Appropriate Administrator): _____

_____ Resolved

_____ Unresolved

Appropriate Administrator Signature _____ Date _____

Grievant Signature _____ Date _____

** Reference: AUSD and AEA Agreement, Article V, Section 3, Informal Level. "Within five (5) days after the occurrence of the act or omission giving rise to the grievance, or after the grievant should reasonably have known of the occurrence of the act or omission giving rise to the grievance, and before filing a Level One grievance, the grievant shall attempt to resolve it by an informal conference with the grievant's appropriate administrator. Compliance with this level shall be so indicated by completion of the informal conference form signed and dated by the grievant and the appropriate administrator."*

White - AUSD Human Resources
Canary - AEA
Pink - Appropriate Administrator
Goldenrod - Grievant