

**Email to SEND to Admin
AFTER
Your Contract Violation/Grievance Level 1 Conversation**

If you reached an agreement, send...

Level 1: Resolution

Sent from: [Site Rep]

To: [Site Admin]

cc: grievance@htaonline.org; [member]@hemetUSD.org; [area rep]@htaonline.org

Topic: Informal Level Grievance Agreement

RE: [Article # in Contestation]

This is to confirm our understanding of the agreement reached in our grievance meeting on [Date of Meeting] regarding [description of issue of grievance].

We agree on the following: [List the settlement agreement as you understand it].

If this is not your understanding, please let me know by no later than [date, usually 5 working days].

If you could not agree on a way to remedy the grievance, send...

Level 1: Disagreement

Sent from: [Site Rep]

To: [Site Admin]

cc: grievance@htaonline.org; [member]@hemetUSD.org; [area rep]@htaonline.org

Topic: Grievance Level 1 Notification

RE: [Article # in Contestation]

Body: This is to confirm that a grievance regarding [description of issue of grievance] was discussed with you on [date].

As a viable settlement could not be reached, expect to receive a Level 2 written grievance no later than [20 work days from the date of the grieved offense].