Policy Number 18 (18.41-18.5)
Responsible: Administrator Senior Leader of Human Resources

[illegible] reason(s) for the action taken; (b) corrective action needed by the employee; (c) inclusive dates of action, and for cases other [illegible]

[illegible] this period [illegible]

[illegible]

Last [illegible] 20, 2020
Authorized Signature: [illegible]

[illegible] RIEVANCES

[illegible] 19. G[illegible]

[illegible] concerning any condition of [illegible] ent other than [illegible] 19.1 A regular staff employee [illegible]

[illegible] she knew or should have [illegible]

[illegible] 19.2 First Level [illegible]

[illegible] 19.21 The employee [illegible]

[illegible] vs front[illegible] pt of the decision in the First Level. The [illegible] provide the following: [illegible] management [illegible] employee should [illegible]

(1) A statement of the grievance and the facts upon which it is based.

(2) A summary of attempts to solve the grievance.

[illegible] (3) The remedy or corrective action sought [illegible]

[illegible] matter between the Department and the [illegible]