

**BUFFALO TEACHERS FEDERATION, INC.
271 PORTER AVE
BUFFALO, NY 14201**

GRIEVANCE FORM 2023-24

For use in the grievance procedure contained in the Master Contract between the Buffalo Teachers Federation and the Board of Education.

PLEASE TYPE OR PRINT NEATLY!

TEACHER _____

SCHOOL _____

SUBJECT/GRADE _____ DATE _____

HOME ADDRESS _____ HOME PHONE _____

CITY, STATE ZIP _____ SCHOOL PHONE _____

ARTICLE(S) VIOLATED INCLUDE BUT ARE NOT LIMITED TO:

NATURE OF GRIEVANCE

SETTLEMENT DESIRED

SIGNED _____ SIGNED _____
(TEACHER) (over) (FOR THE BTF)

ADMINISTRATOR'S RESPONSE

PLEASE TYPE OR PRINT NEATLY!

DATE _____ SIGNED _____

TITLE _____

LEVEL I SETTLEMENT ACCEPTABLE TO TEACHER: YES _____ NO _____

1. If this grievance is settled at Level I, please mail the original to Grievance Committee, Buffalo Teachers Federation, 271 Porter Avenue, Buffalo, New York 14201, and retain a copy for your Delegate file.
2. If this grievance is not settled at Level I, you have five days in which to appeal to Level II. In this case, duplicate the original:
 - A. Retain file copy.
 - B. Send original to Central Grievance Committee, Buffalo Teachers Federation, 271 Porter Avenue, Buffalo, New York 14201. (The Federation will distribute added copies to the appropriate administrators.)
 - C. Include one signed, blank grievance for office use.
3. If you have any questions call **Jennifer Rhee, Devon Gawley, or Robert Mueller** at 881-5400.

NOTE: A written grievance shall be filed as soon as possible, but in no event later than fifteen (15) days after occurrence of the facts giving rise to the grievance or notice of such facts to the teachers, whichever is later.