Suggested format for a grievance appeal.

I. STATEMENT OF FACT

(Statements of facts which should not be in dispute)

II. APPLICABLE RULE

(List all violated rules, MOU, DOM, YAAM, POBR, etc., include the statement, “Any and all other MOU sections which may apply.”)

III. ANALYSIS

(Make your case/argument)

IV. REQUESTED REMEDIES

(List all remedies, include the statement, “Any and all other remedies deemed just and equitable.”)

Using this format allows for an easy reference to the facts, presents the grievance in a professional manner, and helps determine if there are any weaknesses in the case.