

**Prince Edward Island Teachers' Federation**

**FORM - POLICY 502.5**

(Protocol for Responding to a Complaint by a Teacher Concerning an Administration Decision in a School that Affects the Rights of the Teacher Established in the Memorandum of Agreement or the Teacher's Contract of Employment)

DATE: \_\_\_\_\_

TIME: \_\_\_\_\_

LOCATION: \_\_\_\_\_

PRESENT: \_\_\_\_\_

PURPOSE OF MEETING: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RECOMMENDATIONS/ACTIONS DISCUSSED: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIGNATURE: ADMINISTRATOR: \_\_\_\_\_

TEACHER: \_\_\_\_\_

Each party shall retain a copy of this completed form for his/her own records.