

Team Platte County Agenda Submission Worksheet

In line with our established norms to problem solving, employees should use this form to request specific items, concerns, or other general points for discussion to be added to the Team PC agenda. Do not use this form for matters that are a violation of state law (i.e. sexual harassment and/or discrimination, workplace violence, formal grievances, etc.) or submit items for primary complaint resolution, as we have systems in place to address these concerns.

Name _____ Date: _____

Work Location: Barry Pathfinder Siegrist Compass Great Beginnings
 PCMS PCHS NCC District Wide

What is the item/topic you are requesting for Team PC?

Please describe this request with specific examples/date detailing your item/concern(s) are encouraged.

Do you have suggestions to help resolve this issue?

Has this information been shared with the appropriate supervisor? Yes No Date: _____

If not, you are encouraged to share with the supervisor unless he/she is one of the parties involved.

If yes, what was the outcome?

Identify the process utilized to resolve the issue/concern prior to Team PC meeting

Filled out by Team PC representatives

Completed form should be directed to: One of your representatives Dr. Jay Jones or Gena Puckett

