

**JEFFERSON COUNTY**

**Issue Resolution Form**

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Any employee having a problem regarding his/her employment must discuss the problem with their immediate supervisor. If the problem is not resolved to the employee's satisfaction, the employee may then submit their complaint in writing.

Employees presenting complaints must be specific and state exactly what occurred to cause the complaint. For example, what rule or regulation was unjustly applied, how, when, by whom and to whom. Complaints that are not specific or are incomplete will be returned for further information.

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**Employee Information:**

Name \_\_\_\_\_ Class Title \_\_\_\_\_ Department \_\_\_\_\_

Date(s), Time, and Location

Date Occurred \_\_\_\_\_ Time \_\_\_\_\_ Location \_\_\_\_\_ Date Presented \_\_\_\_\_

Statement of Employee's Complaint :

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Settlement Desired:

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Employees' Signature \_\_\_\_\_ Received By \_\_\_\_\_

Date \_\_\_\_\_

JEFFERSON COUNTY

Issue Resolution – Reply Form

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**Complaint Reply:**

No. \_\_\_\_\_ Step \_\_\_\_\_

Employee \_\_\_\_\_ Class Title \_\_\_\_\_ Dept. \_\_\_\_\_

Reply to Employee Complaint: \_\_\_\_\_

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

Signature \_\_\_\_\_ Received by \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

Date \_\_\_\_\_

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**Employee Answer**

No. \_\_\_\_\_ Step \_\_\_\_\_

Employee \_\_\_\_\_ Class Title \_\_\_\_\_ Dept. \_\_\_\_\_

\_\_\_\_\_ **I am satisfied with the answer to my complaint.**

\_\_\_\_\_ **I am not satisfied with the answer and wish to have it referred to the next step.**

Additional Comment \_\_\_\_\_

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

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

Received By \_\_\_\_\_ Date \_\_\_\_\_