GRIEVANCE PROCEDURE FORM

If the complaint is not resolved after making full use of the informal procedure, the employee must submit Grievance Form I to the Appropriate Office and submit a copy to his/her immediate supervisor for further action to be taken.

Employee's Name _____ Phone No._____

Department/Division_____

Supervisor_____

On what date(s) did incident(s) occur?_____

GRIEVANCE: (Please explain why you are filing this grievance. Use additional paper if needed)

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*Specify the policy or procedure supporting your contention: _____

_____

Please indicate why, in your opinion, the informal procedure did not resolve your grievance:_____

_____
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_____

What resolution/remedy are you requesting:

_____
_____

_____ _____

EMPLOYEE'S SIGNATURE **DATE**