

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)

[illegible]

*Specify the policy or procedure supporting your contention: _____

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

What resolution/remedy are you requesting:

EMPLOYEE'S SIGNATURE

DATE _____