GRIEVANCE FORM I

FORMAL GRIEVANCE PROCEDURE

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

Employee's Name_____ **Phone No.**_____

Department/Division_____ **Campus**_____

Supervisor_____

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

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

*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**

* Refer to Procedure 2410 – College Personnel Performance Standards and Grievance – Grievance, Section II-A, Informal and Formal

HR-GRE2410A

Note: Upon receipt of Grievance Form I, the Employee Relations Officer will date stamp the grievance form and set up the Step 1 meeting with the appropriate supervisor and the aggrieved employee.