

GRIEVANCE FORM II

FORMAL GRIEVANCE PROCEDURE RESULTS
STEP 1, 2 OR 3

RE: _____

STEP: _____

DATE: _____

TIME: _____ A.M./P.M.

INDIVIDUALS PRESENT AT MEETING



SUPERVISOR'S DECISION *(Use additional paper if needed)*

SUPERVISOR'S SIGNATURE

DATE

TIME

Mark an "X" in box below indicating your Decision.

The Decision is Accepted.

EMPLOYEE'S SIGNATURE

DATE

The Decision is Not Accepted.

TIME

EXPLAIN WHY: *(Use additional paper if needed)* _____

Note: If the grievance remains unresolved, the Employee Relations Officer will set up a meeting with the next appropriate level of supervision and the aggrieved employee.