

EMPLOYEE GRIEVANCE FORM

To file a formal grievance, an employee is required to complete and submit this form to the Division of Human Resources in accordance with the guidelines of the Company's *Employee Grievance and Appeals Policy #XXXX*. All sections must be completed. (Attach additional sheets if necessary.)

A. EMPLOYEE INFORMATION

Name _____

Position Title _____ Department _____

Campus Address _____ Work Telephone _____

Home Address _____ Home Telephone _____

Date of Incident _____ Supervisor _____

B. Grievance Type: (please check one)

- a violation or misapplication of university policies
- a violation or misapplication of rules pertaining to employment in the respective department
- inaccurate or misleading information in a personnel file
- a violation or misapplication of applicable laws or regulations, including anti-discrimination laws
- a suspension without pay, demotion, or dismissal
- unlawful workplace harassment

C. State the specific reason(s) for Grievance:

D. State the specific resolution being requested:

Employee Signature

Date