
4.

(Note: a grievance should be started within 15 working days of the action that is being grieved)

8. Please attach available supporting evidence related to this grievance. Such evidence may include text messages, letters, emails, video and/or audio recordings, etc.

Signature of Employee: _____
Date: _____

- The matter described above qualifies for the University grievance process
- The matter described above does not qualify for the University grievance process
- The matter described above qualifies in part, and fails to qualify in part, for the University grievance process. * Within five (5) business days, employee must resubmit this Employee Grievance Form to me after revising it to focus solely on the following action (s) that I, the HR Director, have determined to qualify for grievance :

Signature of HR Di4.5(21m.001 Tc 0.8()5r.001 Tc 0.003 Tw 4.2c3 Tw 089() ()10.8()10.9((8E5)]TJ 30.76115 Td [(

Supervisor's Response to Grievance

1. Please indicate whether you agree with the employee's description of the employment action resulting in this grievance. If you do not agree,

Employee's Response to Supervisor's Response to Grievance

1. Please identify whether you are willing to accept the supervisor's response? Give reasons and provide any additional supporting evidence

2. Please indicate whether you want to send the grievance to the next step?

... ..

x

