

Request for Grievance Board Hearing

I _____ (employee) on this _____ (date) having completed Steps One, Two, and Three of the Grievance Procedure for the grievance submitted in writing on _____ (date) and not having arrived at a satisfactory response, request a hearing regarding this grievance by a Grievance Board.

Signed _____ Date _____

I certify receipt of this Request for a Grievance Board Hearing and have scheduled the hearing for _____ (time) on _____ (date). The composition of the Grievance Board will be finalized by the employee and the Human Resource Director at least fifteen (15) days prior to the hearing date.

Signed _____ Date _____

Grievance Response

The following is prepared in response to the grievance presented to me on _____ (date) by _____ (employee). This response is prepared to complete Step _____ of the Grievance Procedure. (Please reference any personnel policies, disciplinary actions, etc. pertaining to this grievance.)

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Signed Title Date

I certify receipt of a copy of this Grievance Response on _____(date) and understand that, if the response is not to my satisfaction, I may proceed to Step _____ of the Grievance Procedure by _____ (date).

Signed _____
Employee

**Employee Grievance Report
(Step Two)**

Employee Name _____ Date _____

- Employee Department _____

- Date(s) of Grievance(s) _____

- Date on which Step One of the Grievance Procedure was completed. _____

- Grievance: (State clearly and accurately all details concerned with the grievance including dates and names of all concerned.)
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(If more space is needed, please attach an additional sheet.)

I certify that the above description is, to the best of my knowledge, true. I also understand that if a satisfactory response is not reached within fifteen (15) working days of the date of this report, I may proceed to Step Three of the Grievance Procedure.

Signed _____ (Employee)

I certify receipt of this Grievance Report on _____ (date)

Signed _____ (Director or Supervisor)

This report is to be completed in duplicate. The original is for the Human Resource Department and a copy provided to the supervisor and the employee.