

EMPLOYEE GRIEVANCE FORM

This form is to be used by merit employees to initiate the formal grievance process under [Human Resources Policy 3-500, Grievance Procedures](#).

The employee grievance procedure defines a grievance as performance evaluation ratings; performance standards; discipline and violations of policy.

Name: Phone: Email:

Job Title:

Elected Office/Department/Division:

Employee Signature

Date

List the concern(s) you have, such as the policies believed to have been violated, and all pertinent information with names, dates, and events (attach additional pages and supporting documentation as needed).

Remedy requested: State the action you believe should be taken to resolve your concern(s).

Grievance Steps

Division Director/Administrator Grievance Review

An employee with a grievance must first try to resolve the concerns with the supervisor or manager who issued the decision.

Date grievance was filed:

Supervisor's Name:

Outcome of discussion:

Department/Elected Office Grievance Review

If the grievance is not successfully resolved, the employee may appeal to the Department Director/Elected Official.

Date grievance was filed with Department Director/Elected Official:

Department Director's/Elected Official's Name:

Outcome of discussion:

Career Service Council Appeal

An appeal may be filed with the Career Service Council if the grievance is not resolved at the Department Director/Elected Official level and relates to:

- Suspension without Pay
- Reduction in pay
- Demotion
- Disciplinary transfer
- Termination
- Overall below standard performance rating

See HR Policy 3-500 for more information and a link to the Career Service Council Appeal form.