EMPLOYEE GRIEVANCE REPORT

If this is a group grievance, use name of spokesperson and attach a sheet listing the names and signatures of other grievants.

<table>
<thead>
<tr>
<th>Name – Last, First, Middle Initial</th>
<th>Classification</th>
<th>Working Title of Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institution</td>
<td>Department</td>
<td>Telephone number</td>
</tr>
</tbody>
</table>

This grievance alleges

☐ Grievance appealing a dismissal
☐ Grievance appealing discipline other than dismissal
☐ Working conditions grievance
☐ Layoff grievance

Describe the grievance – state all the facts, including time, place of incident, names of persons involved, etc. The description of the grievance may be attached to this report.

Relief sought

Employee’s Signature | Employee Representative’s Signature (if applicable) | Date Submitted |
---------------------|--------------------------------------------------|----------------|
Employee’s Mailing Address and e-mail address | Employee Representative’s Name (PRINT) (if applicable) | Employee Representative’s Mailing Address and e-mail address (if applicable) |

Employer’s Decision

Employer’s Signature | Title | Date Received | Date Returned |
---------------------|-------|---------------|---------------|

INSTRUCTIONS

Grievances shall be pursued in accordance with the following steps and time limits:

- Dismissal appeals will begin at Step Two.
- Layoff and discipline grievances will begin at Step One and may proceed no further than Step Two.
- Working condition grievances may be processed through Step One only.

Grievances must be filed on this form. Please fill out sheet, print, and obtain necessary signatures.