

# GRIEVANCE FORM

*A grievance is an unresolved complaint where no mutually satisfactory solution has been reached after being heard at each successive level in the college's structure. Please refer to Employee Due Process procedure (C300.00.22.01.B) in the Employee Handbook section of the Procedure's Manual.*

Employee's Name (please print): \_\_\_\_\_

Department: \_\_\_\_\_ Job Title: \_\_\_\_\_

Please indicate from the list below the basis for filing this grievance:

- Personnel actions that would result in reduction or loss of compensation and/or benefits
- Personal matters related to accommodations of disabilities recognized by ADA
- A perceived sexual harassment situation
- A perceived violation of an employee's civil rights or first amendment rights

Full Description of Grievance (include the date(s) of the event causing the grievance):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Names of Any Witnesses: \_\_\_\_\_

\_\_\_\_\_

Remedy Sought: \_\_\_\_\_

\_\_\_\_\_

Attach any written documents pertinent to this grievance.

I am not satisfied with the result obtained and request that my grievance be heard before the grievance committee.

Employee Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Date Request for Grievance Committee Hearing Received by President: \_\_\_\_\_

President's Decision:

*(Note: The President will have five business days from his/her receipt of the request to resolve the grievance and/or schedule a hearing before the grievance committee if the attempt to resolve proves unsuccessful.)*

Date Grievance Committee Appointed by President (if applicable): \_\_\_\_\_

Date of Grievance Committee Hearing: \_\_\_\_\_

Recommendation of Grievance Committee:

*(Committee has five business days to meet and reach a recommendation on the matter which is forwarded to the President.)*

Date Committee Recommendation Forwarded to President: \_\_\_\_\_

President's Decision:

*President shall issue a decision to the grievant in writing accepting or rejecting the grievance committee's recommendations within five business days. The decision of the President is final. )*

*Employees are assured of a fair and impartial hearing of all complaints. There will be no retaliation or adverse consequences for filing a complaint.*