NOTICE OF GRIEVANCE

Name: ___________________________________________ Date: __________________________

Department: ________________________________________

University: _________________________________________

Address to which mailing pertaining to this grievance shall be sent:

Provision(s) of Trustees Handbook or University policies/procedures alleged to have been violated (state section, paragraph, and page):

Statement of grievance (include dates of acts or omissions grieved of):

Respondent (if any):

Remedy sought:

__________________________________________________________  ______________________________
Signature of Grievant(s) Printed or Typed Name of Grievant(s)

This grievance was filed on _________________________________ Date _________________________________

__________________________________________________________  ______________________________
Signature of Person Receiving Printed or Typed Name of
Person Notice of Grievance
Receiving Notice of Grievance

This form is to be submitted in duplicate: (1) Grievant, (2) Step 1 Administrator.
NOTICE OF COMPLAINT

Name: ___________________________ Date: ___________________________

Department: ___________________________

University: ___________________________

Address to which mailing pertaining to this grievance shall be sent:

Statement of complaint (include dates of acts or omissions complained of and bases for complaint):

Respondent (if any):

Remedy sought:

__________________________________________  Printed or Typed Name of Grievant(s)

Signature of Grievant(s)  This grievance was filed on ___________________________  Date

__________________________________________  Printed or Typed Name of Person Receiving Notice of Grievance

Signature of Person Receiving

This form is to be submitted in duplicate: (1) Grievant, (2) Step 1 Administrator.