|  |  |
| --- | --- |
| D – Personnel | **DGBA** |
| Page 1 of 1 |  |
| Sample Grievance Hearing Response Letter | |

**Sample Grievance Hearing Response Letter**

(USE DISTRICT, DEPARTMENT OR CAMPUS LETTERHEAD)

Date

Name of Employee and/or Representative

Address

City, State, Zip Code

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

On **[insert date]** a Level \_\_\_\_\_ Grievance Hearing was conducted where we discussed your complaint about **[insert what the grievance was].**

The reasons for your grievance were **[insert detailed reasons]**

I have reviewed the information that was presented during the Level \_\_\_\_\_ Hearing and also investigated your complaint in order to obtain additional information needed to make a decision.

Based on the information, I will **[\*uphold/not uphold]** your grievance. As per the investigation report and its attachments, the basis for the decision is that **[specify your findings and the reason for your decision].**

*\* For grievances that have been upheld*, the following actions will be taken to address concerns raised in your grievance **[list actions, for example]:**

* further investigation will be carried out to establish **[complete as appropriate]**
* mediation is be suggested to **[name possible participants in mediation].**

\* *For grievances that have not been upheld*, you have the right to appeal the decision. Please refer to Board Policy DGBA (LOCAL). A copy is attached.

Sincerely,

*SIGNATURE*

Name and Title

Attachment: DGBA (LOCAL)