



## Employee Grievance Form

Level I Grievance shall be filed with the supervisor or administrator with whom the Grievance was initiated at the Informal Level.  
Policy 4-402

**Grievant**

**Grievant's Address**

**Grievant's email Address**

**Grievant's Telephone**

**Date Grievance is Submitted**

**Date of Incident**

**Has the problem been discussed with administration? Yes No Date:**

**Summary of the Grievance** (description of incident or event, including date, place, time)

**Witnesses**

**Which Policy or Procedure was violated, misinterpreted or misapplied?**

**Grievant's Specific Solution or Remedy**

I certify this complaint is correct and accurate to the best of my knowledge.

**Signature of Grievant:**

**Date:**