Employee Grievance Form

7.19 Grievance Policy

This form is required to initiate any employee complaint, regardless of the level at which the complaint begins. An employee's claim of unfair or inequitable treatment with respect to the implementation of work-related policies, procedures or practices may be considered a grievance. An employee must make use of the grievance process within [15] days of the incident.

Name: _____

Address: _____

_____

Telephone number: _____

E-mail address: _____

Position: _____ Department: _____

☐ **Informal Resolution:**

The University encourages employees to discuss their concerns with their supervisor or other appropriate administrator who has the authority to address the concerns. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level. Informal resolution shall be encouraged but shall not extend any deadlines in this policy, except by mutual written consent. If an employee has engaged in the informal process in an attempt to resolve the complaint and has not reached a resolution during the process, the employee must file a grievance within 15 business days of the date the employee first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance.

☐ **Formal Grievance Review: Made to Supervisor or Next level Supervisor/HR**

Employee must file a complaint within 15 business days of the date the employee first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance. The presentation of the grievance should first be made to the immediate supervisor, unless the grievance pertains to the supervisor in which case the grievance should be presented to the next level of supervision or directly to Human Resources. The supervisor must schedule a conference within 10 days of receipt of the complaint. If the supervisor does not resolve the grievance, the aggrieved employee has seven (7) working days in which to present his or her grievance in writing to the next level of supervision. That level of supervision will schedule a conference and respond to the employee's concern in writing within 14 working days of receipt of the grievance, unless good cause requires additional time for a response.

☐ **Formal Grievance Review Appeal of Decision: Next level VP or Human Resources**

If the matter is still not resolved to the satisfaction of the employee, the employee may make an appeal up the supervisory chain of command to the appropriate Vice President or Human Resources. The Vice President or Human Resources will schedule a conference and respond to the employee's concern in writing within 14 working days of receipt of the grievance, unless good cause requires additional time for a response. The Vice President or Human Resources' decision is final.

Describe the decision or circumstances causing your complaint (give specific factual details).

What was the date of the decision or circumstances causing your complaint?

Explain how you have been harmed by this decision or circumstance.

Describe any efforts you have made to resolve your concerns and the responses to your efforts. Include dates of communication and the name of the person with whom you communicated regarding your concerns.

Describe the outcome or remedy you seek for this complaint.

Employee signature: _____

Date of filing: _____

Complainant, please note:

A complaint form that is incomplete in any material way may be dismissed, but it may be refiled with all the required information if the refiling is within the designated time for filing a complaint.

Attach to this form any documents you believe will support the complaint.

Email to hr@txwes.edu