

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:

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.