



Employee Grievance Form

Employees should use the grievance procedure outlined in the [Employee Conflict Resolution and Grievance policy](#) to address claims related to violations of College policies and procedures or unlawful harassment, including sexual misconduct and discrimination. Employees should also use this grievance procedure if they feel that the written conditions of employment or published regulations, policies, or procedures were inequitably applied in an impending disciplinary action, up to and including termination. Please review the Employee Conflict Resolution and Grievance policy prior to completing this form.

Employees must provide a specific statement of their grievance and indicate what solution or remedy they expect. Any documentation that relates to the substance of the grievance or facilitates its understanding should be attached to this form.

Employee Information

Full Name: _____

Employee ID #: _____

Phone Extension: _____

Email Address: _____

Basis of Grievance

- Violation of College Policies and Procedures
- Unlawful Harassment
- Inequitable application of Written Conditions of Employment or Published Regulations, Policies, or Procedures

Please further explain the basis of your grievance, providing specific details, such as specific policies and procedures, to substantiate your claim.

Please explain the resolution or remedy you are seeking.

Supporting Documentation

Please describe the documentation here, and attach it to this form prior to submission.

Employee Signature: _____ Date Submitted: _____

<p>For Human Resources and Office of Equity and Inclusion Use Only</p> <p>Executive Director of Human Resources Signature: _____</p> <p>Date Received: _____</p> <p>Equity Compliance Officer</p> <p>Signature: _____</p> <p>Date Received: _____</p>
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