

Level I Employee
INSTRUCTIONS

Before completing this form, discuss your complaint with your immediate supervisor. Be sure to talk to your supervisor within twenty (20) working days of the time you knew or should have known of the decision or action that you are dissatisfied with. After attempting to resolve the problem internally by telling your supervisor about it, if you are not satisfied with your supervisor's answer, you must put your grievance in writing on this form.

1. Be sure you have all four copies in the set. This form need not be typed.
2. Print your name and job title in the spaces provided at the top of the form. Print the name of your supervisor and the name of the department where you work.
3. Under statement of grievance, tell what happened in your own words. Include all important facts, such as, who was involved in the incident, when and where it occurred, and the names of witnesses. If you are claiming that the matter is a continuing one, the grievance must state the reasons supporting such claims and the date of the last time the employee was harmed by the decision of action about which the employee is complaining.
4. State what you have done to resolve the matter internally.
5. You must include the specific Board policy or policies, type of discrimination, constitutional or legal violations, and/or administrative regulation(s) violated or misapplied, if applicable. If a policy change is recommended, then the suggested wording in any change of such policy or the wording of such policy is required.
6. Under Remedy, tell what you think should be done to correct the problem.
7. Sign and date the form. If represented, have your representative sign and date the form as well.
8. Give this form to your Level I Administrator (Dean or Director in direct line authority to your immediate supervisor).
9. After both you and the Level I Administrator have signed the form, you will receive one copy. Keep this for your records, or give it to your representative. Your Level I Administrator will send out the other copies.
10. Your Level I Administrator must schedule and hold a hearing within ten (10) days of the filing of grievance. At that Level I hearing, the Administrator shall discuss the grievance with you and/or your representative, take any evidence (either documentary, oral, or both) and render a decision in writing within ten (10) working days after the meeting. (The Administrator may extend the period for a decision up to fifteen (15) additional days by notifying you or your representative in writing prior to the original 10-day expiration.)
11. If the Level I decision does not satisfy you, within five (5) days after receipt of the decision, you may appeal in writing to Level II. You must state in writing (Level II form) why you do not agree with the decision rendered.
12. If you have any questions about the Grievance Procedure, you may call the Employee Relations Division of the Department of Human Resources or refer to the procedural guidelines provided to you.