



## Employee Grievance Form

This form is to be used by full-time employees of the College to initiate the formal employee grievance process. Employee grievances follow the College Policy and Procedure 3.06, which may be found on the College’s web site at <http://www.slcc.edu> or may be picked up in person from the Human Resources Office. Strict timelines apply to this process. Employees who have been terminated may begin the process at step three.

Upon completion, return this form to the Human Resources Office, Instruction & Administration Building Rm 201

The employee grievance procedure defines a grievance as “*Concern(s) over violation or application of personnel policies or practices; working conditions; employee-supervisor relationships; disciplinary actions, or termination. Grievances are considered private and confidential.*”

Grievant (Name): \_\_\_\_\_ Date: \_\_\_\_\_

Job Title: \_\_\_\_\_ Department: \_\_\_\_\_

Work Phone Number: \_\_\_\_\_ Alternate Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip Code: \_\_\_\_\_

### **Step 1 Informal Procedure (required)**

An employee with a grievance must first try to resolve the concerns through an informal discussion with his/her immediate supervisor; If the concerns are not satisfactorily resolved at this level, the employee will try to resolve the concerns through an informal discussion with the second-level supervisor.

Date grievance was informally discussed with 1st level supervisor: \_\_\_\_\_

1st Level Supervisor’s Name: \_\_\_\_\_

Outcome of discussion:

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Date grievance was informally discussed with 2nd level supervisor: \_\_\_\_\_

2nd Level Supervisor’s Name: \_\_\_\_\_

Outcome of discussion:

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Note: If the grievance is not successfully resolved with the Step 1 procedure, the employee may proceed with Step 2 or Step 3 as applicable.

**Step 2 Mediation**

Mediation is a voluntary process that provides individuals in conflict with the opportunity to identify issues, consider options, and arrive at a mutual agreement. Trained mediators will facilitate open, effective communication to help disputing parties reach agreement. Essential to the process is the mediator's ability to maintain neutrality. Both parties agree in writing to mediate prior to entering the mediation process. Mediation is considered private and confidential. Mediation materials are kept in a separate file and may not be used with an employee grievance hearing.

[ ] Yes, I would like to request mediation to help resolve my concerns.

[ ] No, I request to move to Step 3 Formal Hearing by Grievance Hearing Committee.

**Step 3 Formal Procedure: Hearing by Grievance Hearing Committee**

Both the grievant and respondent will have the opportunity to present their positions, submit documentation, call witnesses, and respond to the other party's presentation in a formal hearing by hearing committee. See Employee Grievance Policy for more information.

**List the concern(s) you have, the College policies and procedures believed to have been violated, and all pertinent information such as names, dates, and events (attach additional pages and supporting documentation as needed).**

**Remedy requested. State what action you believe could be taken, that you feel would resolve your concern(s).**

I affirm that I have read the above and believe the events to be true to the best of my knowledge.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For Human Resources Use Only: Date grievance was received by the Human Resources Office \_\_\_\_\_