



PERSONNEL FORM USAGE GUIDE

Staff Appeal or Complaint Form

Purpose

This form is used when an exempt or non-exempt staff member wishes to use the formal appeal procedure to process a complaint or grievance.

Where to Obtain Forms

Furnished by the Office of Human Resources, HM 301, 3-2097

Instructions

A detailed description of the complaint or grievance shall be completed with the signature of the employee. Without the employee's signature, the appeal procedure will not be activated. Print or type all information. After filling out the form, the employee retains a copy and gives two copies to the supervisor.

General Information

The formal appeal procedures are defined in the Personnel Policy Manual PSE-8 or PSNE-9. This form can also be used as a first step procedure on an affirmative action/equal employment opportunity complaint or a sexual harassment complaint as authorized in PG-5.

Number of Copies and Distribution

Original – White – Supervisor
Copy - Xerox – Supervisor
Copy - Xerox – Employee

A Xerox copy must also be directed to the Office of Human Resources by the Supervisor.

If you have a grievance, you must orally discuss the matter with your supervisor within one (1) calendar week of the time that you have knowledge of the act which is the basis for the grievance. The supervisor shall answer the complaint within five (5) working days of the discussion.

If you are not satisfied with the supervisor's solution, fill out this form and make two (2) copies: retain the original and give the copies to your supervisor. This must be done as soon as you have received the supervisor's solution. This will indicate that you wish to proceed to Step One of the Grievance Procedure. (For complete information regarding the Appeal Procedure, refer to the Personnel Policy Manual PSE-8 or PSNE-9. This form can also be used for an AA/EEO or sexual harassment complaint.

Step One

Explain as fully as possible the nature of the grievance or complaint. Use reverse side if necessary. (Please print or type).

Signature

Date

Department/Division

DO NOT COMPLETE ANY MORE OF THIS FORM BELOW THIS SECTION AT THIS TIME

Answer to Grievance

Signature

Date

Title

Step Two

If you are not satisfied with the Step One answer, sign below and return this form to your supervisor within five (5) working days of the answer. This will indicate that you wish to proceed to Step Two. By signing below, you are officially requesting a hearing on this matter. (This section does not apply to a Step Two action for an AA/EEO or sexual harassment complaint. See PG-5 for the correct procedure).

Signature

Date

Step Three

If you are not satisfied with the Step Two answer, you must request a step three hearing, in writing, within five work days of the Step Two answer. The hearing is conducted by a panel of three disinterested persons appointed by the Director of Human Resources. The hearing may be attended by all persons present at the Step Two hearing. The panel will apply and interpret existing rules and regulations to the case at hand and make recommendation(s) for action as expeditiously as possible to the President of the University. The President shall make a ruling in the matter after considering the recommendation(s) for action.