

Northeastern State University
Grievance Review Form

Name of Grievant _____ Dept _____ Date _____

A grievance is defined as the dissatisfaction that occurs when an employee feels that any condition of his/her employment is unjust, inequitable, a hindrance to effective operations, or in violation of established University policy or state/federal law (page 38, Staff Handbook). When an employee's dissatisfaction meets this criteria, they have the right to file a grievance without fear of coercion, discrimination, or reprisal by any supervisor or administrator. All levels of review are coordinated by the Director of Human Resources who serves only in the capacity of an information gathering and process advisor in the process. Deviations in the timing of review periods will be at the discretion of the Director of Human Resources.

The employee is to provide their immediate supervisor with a signed letter/statement describing the facts and circumstances that are the basis of the grievance. This needs to include dates, times and witnesses.

Step 1: Informal resolution with immediate supervisor attempted on (date) _____ with (supervisor) _____. (Must be within 5 working days from the beginning of the grievance.) If employee feels the grievance is unresolved, contact Director of Human Resources to begin the formal review process.

Step 2: Employee submits Grievance Form and supporting documentation within 5 working days to the Director of Human Resources requesting additional review. HR will forward to the appropriate supervisor. Step 2 is repeated with each higher level of supervisor until the employee either indicates the grievance is resolved or the appropriate Vice President has provided a response to the employee. The decision of the Vice President is final in all cases. Materials reviewed at each level include the original grievance and all subsequent responses either by reviewing supervisors or the grievant.

Levels of appropriate review (# of levels dependent on # of levels of supervision)

1. Immediate supervisor _____
2. Level 2 _____
3. Level 3 _____
4. Level 4 _____
5. Level 5 _____

(additional levels may be added if necessary)

Received in HR Initial/date		Received by Supervisor Initial/date	
Supervisor/employee meet Initial/date	Supervisor response Initial/date	Grievance resolved Yes____ No____ Employee Initial/date	

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Step 3

Received in HR Initial/date		Received by Supervisor Initial/date	
Supervisor/employee meet Initial/date	Supervisor response Initial/date	Grievance resolved Yes____ No____ Employee Initial/date	

Step 4

Received in HR Initial/date		Received by Supervisor Initial/date	
Supervisor/employee meet Initial/date	Supervisor response Initial/date	Grievance resolved Yes____ No____ Employee Initial/date	

Step 5

Received in HR Initial/date		Received by Supervisor Initial/date	
Supervisor/employee meet Initial/date	Supervisor response Initial/date	Grievance resolved Yes____ No____ Employee Initial/date	

Documentation of the grievance and resolution will be maintained in the Office of Human Resources Grievance file and will not be a part of individual personnel files.