



**EMPLOYEE GRIEVANCE FORM**

Grievant Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

**HISTORY AND FACTS OF GRIEVANCE:**

Provide as much specific information as possible, including all pertinent names, dates, and places. Indicate specifically which section of the Personnel Policies you believe was violated (if applicable). Attach additional sheets if necessary.

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**REMEDY SOUGHT:**

State specifically what action(s) you are requesting to resolve the complaint.

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\_\_\_\_\_  
Grievant Signature

\_\_\_\_\_  
Date of Signature



**STEP I**

**IMMEDIATE SUPERVISOR RESPONSE**

Grievance response must be returned to the aggrieved employee within ten (10) working days or receipt. Attach additional sheets and documentation if necessary.

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\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date of Signature

**GRIEVANT'S ANSWER TO SUPERVISOR RESPONSE:**

I accept the resolution to Step I:  YES  NO

If answer is no, grievance must be submitted to Step II within five (5) working days of receipt of Step I response. Give specific reasons why the Step I response is unsatisfactory, and what further action(s) you are requesting to resolve the complaint.

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\_\_\_\_\_  
Grievant Signature

\_\_\_\_\_  
Date of Signature



**STEP II**

**DEPARTMENT DIRECTOR RESPONSE (if required):**

The Department Director may schedule a meeting with the employee or provide a written response. The written response shall be provided to the employee within ten (10) working days of receiving the grievance request.

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Department Director Signature

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Date of Signature

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**GRIEVANT'S ANSWER TO SUPERVISOR RESPONSE (if required):**

I accept the resolution to Step II:       YES    NO

If answer is no, grievance must be submitted to Step III within five (5) working days of receipt of Step II response. Give specific reasons why the Step II response is unsatisfactory, and what further action(s) you are requesting to resolve the complaint.

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Grievant Signature

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Date of Signature



**STEP III**

**CITY MANAGER RESPONSE (if required):**

At a mutually agreeable time, the City Manager may elect to have a meeting with the employee informally or to convene a hearing. Once the meeting or hearing has been held, the City Manager shall respond to the grievance within ten (10) days. As per Policy 7.03 Grievance, the decision of the City Manager is final and is not eligible for further appeal.

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City Manager Signature

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Date of Signature