

## **GRIEVANCE FORM**

A grievance, whether personal or professional, is a real or perceived injustice, unfair treatment or wrong. Informal and formal grievance processes must be initiated by the parties involved. (see Grievance Policy and Procedure). No prejudice should be attached to persons who choose to use grievance processes.

Not all grievances need to come to the Grievance Committee; they should be settled at the lowest possible level in the College organization. Grievances may not be formally processed unless informal efforts at resolution have been made. In certain circumstances employees may not be comfortable approaching other colleagues or their immediate supervisor. In such cases any executive officer may be contacted for advice.

**Complainants must meet and discuss grievance with a co-convener chair of the Grievance Committee prior to completing this form.**

Grievance Submitted By: Name \_\_\_\_\_

Job Title or constituency group \_\_\_\_\_

Please provide factual information in reference to the grievance (use additional pages if needed):

Summarize steps taken to resolve matter:

State what will resolve this matter to your satisfaction:

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

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Follow-up

steps to be taken written by convener & given to complainant, executive committee,

steps written and tracked by convener