

E-3g(8)

FORM

Grievance Form

**Southeast Community College
Grievance Form**

Name Date

Campus Home Phone Number

Has the informal procedure been completed? ___ Yes ___ No

Date of presentation of the informal grievance: _____ Deadline date oral decision due: _____

Date oral decision was given: _____

List the contract or College policy alleged to have been violated or inequitably applied. Present the facts and circumstances constituting the grievance. Attach additional pages if needed.

Remedy sought:

Signature Date

Decision to include the reasoning or justification for the decision:

Step 1 _____
Signature of Supervisor Date

If an appeal is being made to the supervisor in Step 2, please provide the reasoning or justification for the appeal of the decision given in Step 1.

Grievant's Signature Date

7/01

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Grievance Form**

Decision to include the reasoning or justification for the decision:

Step 2 _____
Signature of Supervisor Date

If an appeal is being made to the Administrative Representative in Step 3, please provide the reasoning or justification for the appeal of the decision given in Step 2.

Grievant's Signature Date

Decision to include the reasoning or justification for the decision:

Step 3 _____
Signature of Administrative Representative Date

If an appeal is being made to the President in Step 4, please provide the reasoning or justification for the appeal of the decision given in Step 3.

Grievant's Signature Date

Decision to include the reasoning or justification for the decision:

Step 4 _____
Signature of President Date 7/01

Sample form above, click link to go to usable form ... [GRIEVANCE FORM](#)

Adopted Date: 07/01/2001