

GRIEVANCE FORM SUMMARY

Name of Grievant: _____ Today's Date: _____

Unit/Department: _____ Position Title: _____

Nature of Grievance: *(Clearly state what happened and describe the events that cause the grievance. Use the back of this form if more space is needed.)*

Date of Grievance: _____ Time of Grievance: _____

Where did the Grievance take place: _____

Corrective Action Desired: *(State briefly, but completely, the corrective action desired.)*

Grievant's Signature _____

Date _____

Step 1: Informal Grievance – Immediate Supervisor**A. Immediate Supervisor:** _____

Date Discussed/Submitted: _____

Date Supervisor Responded: _____

Signature _____

Step 2: Formal Grievance - Next Administrative Level**B. Next Administrative Level:** _____

Date Discussed/Submitted: _____

Date Supervisor Responded: _____

Signature _____

Step 3: Formal Grievance – Unit Hiring Authority**C. Unit Hiring Authority:** _____

Date Discussed/Submitted: _____

Date Supervisor Responded: _____

Signature _____

T: +1 671.735.2350 F: +1 671.734.6005 W: www.uog.edu

Mailing Address: 303 University Drive UOG Station Mangilao, Guam 96913

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STEP 1: INFORMAL GRIEVANCE – IMMEDIATE SUPERVISOR

(Initiated within 15 calendar days of the incident.)

Name of Grievant: _____

Name of Immediate Supervisor & Title: _____

Next Administrative Level: _____ Unit: _____

Nature of Grievance: *(Clearly state what happened and describe the events that cause the grievance. Use the back of this form if more space is needed.)*

Date of Grievance: _____ Time of Grievance: _____

Where did the Grievance take place: _____

Corrective Action Desired: *(State briefly, but completely, the corrective action desired.)*

Grievant's Signature_____
Date**INFORMAL DISCUSSION WITH IMMEDIATE SUPERVISOR:** (Due no later than 10 calendar days from the signed date above.)**A. Immediate Supervisor:** _____

Date Discussed/Submitted: _____

Date Supervisor Responded: _____

Immediate Supervisor's Response: _____

Grievant's Signature_____
Date☐ **Original kept by Grievant**☐ **Copy given to Immediate Supervisor****T: +1 671.735.2350 F: +1 671.734.6005 W: www.uog.edu**

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STEP 2: FORMAL GRIEVANCE - NEXT ADMINISTRATIVE LEVEL

(Must be completed within 5 calendar days of Step 1 response deadline,
and matter remains unresolved or no timely decision was made.)

Name of Grievant: _____

Name of Immediate Supervisor & Title: _____

Next Administrative Level: _____ Unit: _____

Statement of Grievance: (Attach Step 1: Informal Grievance with Immediate Supervisor)

Specific Policy or Regulation Alleged to Have Been Violated (Cite Source):

Grievant's Signature_____
Date_____
Next Administrative Level's Signature_____
Date☐ **Originals kept by Grievant**☐ **Copies given to Next Administrative Level****NEXT ADMINISTRATIVE LEVEL'S RESPONSE:** (Due within 5 calendar days of signed date above.)

Grievant's Signature_____
Date☐ **Originals kept by Grievant**☐ **Copies given to Next Administrative Level**☐ **Copies given to Immediate Supervisor****T: +1 671.735.2350 F: +1 671.734.6005 W: www.uog.edu**

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STEP 3: FORMAL GRIEVANCE – UNIT HIRING AUTHORITY

(Must be completed within 5 calendar days of Step 2 response deadline, and results in an unsatisfactory outcome or no response - the Unit Hiring Authority appoints Authority Grievance Committee within 3 days.)

Name of Grievant: _____

Next Administrative Level & Title: _____

Unit Hiring Authority: _____ Unit: _____

Appeal to Unit Hiring Authority: All Portions of this Section must be Completed by the Grievant. Attach Step 2: Formal Grievance - Next Administrative Level.

REASON FOR APPEAL

REMEDY SOUGHT (Be Specific)

Grievant's Signature

Date

☐ Originals kept by the Unit Hiring Authority
☐ Copies given to Grievance Committee

☐ Copies given to Grievant

Grievance Committee completes investigation within 15 calendar days & submits findings within 2 days.

UNIT'S HIRING AUTHORITY DECISION: (Due within 5 calendar days of Grievance Committee report.)

Unit's Hiring Authority Signature

Date

☐ Originals kept by the Unit Hiring Authority
☐ Copies given to Next Administrative Level
☐ Copies given to Grievant

☐ Copies given to Grievance Committee
☐ Copies given to Immediate Supervisor

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