

# Jefferson College Grievance Form

This form is used to initiate a written grievance as required by the College's grievance procedure. This form along with any supporting documentation should be submitted to the Director of Human Resources as indicated in Step 1 of the grievance procedure.

Aggrieved Individual(s): \_\_\_\_\_

Dates(s) of the incident(s): \_\_\_\_\_

Please state the facts upon which the grievance is based and note any policies or procedures you feel have been violated. Include a copy of the relevant policy, process, or procedure and attach any supporting documentation.

Resolution or relief requested:

Today's Date: \_\_\_\_\_

Signatures(s): \_\_\_\_\_

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Step 1: Date of Completion of Step 1 process: \_\_\_\_\_

Step 2: Initiate Step: Signature(s): \_\_\_\_\_

Date of Initiation: \_\_\_\_\_ Date of Completion: \_\_\_\_\_

Step 3: Initiate Step: Signature(s): \_\_\_\_\_

Date of Initiation: \_\_\_\_\_ Date of Completion: \_\_\_\_\_

Step 4: Initiate Step: Signature(s): \_\_\_\_\_

Date of Initiation: \_\_\_\_\_ Date of Completion: \_\_\_\_\_

Step 5: Initiate Step: Signature(s): \_\_\_\_\_

Date of Initiation: \_\_\_\_\_ Date of Board Action: \_\_\_\_\_