

### GRIEVANCE APPEAL FORM FOR EXEMPT EMPLOYEES

(To be completed by the employee)

NAME \_\_\_\_\_

TITLE \_\_\_\_\_

DEPARTMENT \_\_\_\_\_

EMPLOYEE'S GRIEVANCE (Attach additional pages if necessary)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

WHAT IS THE REMEDY YOU ARE REQUESTING ON YOUR BEHALF?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

EMPLOYEE' S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

\_\_\_\_\_  
supervisor or the Director for the purpose of informal discussion. The grievant shall send a copy of

Step Two – The grievant may appeal to step two by completing this section of the form and sending it to the Vice President of the respective division. The grievant shall send a copy of the grievance to the Employer/Employee Relations Manager in the Office of Human Resources indicating that the grievance has been filed at Step Two.

I wish to appeal the Step One Decision to Step Two of the grievance procedure

Grievant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Vice President's Decision (Attach additional pages if necessary)

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Vice President's Signature \_\_\_\_\_ Date \_\_\_\_\_

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

Accepted \_\_\_\_\_ or ccepted \_\_\_\_\_

The Vice President shall return this form with the decision to the employee and a copy shall be sent to the Employer/Employee Relations Manager in the Office of Human Resources.

Step Three