



Professional and Scientific Staff Grievance Form

This form identifies steps to follow for the P&S grievance process. An explanation of this procedure can be found in the P&S Policies & Procedures, located at http://www.uni.edu/hrs/ps/. You are also invited to contact the Director or Associate Director of Human Resource Services, if you would like to informally discuss an issue prior to starting the formal grievance process.

Name of P&S Staff Member (Grievant): _____

Position Title: _____

Name of Immediate Supervisor: _____

Department: _____

Staff Member's Statement:

Statement citing nature of grievance to include the policy allegedly violated, the grievance issue involved, the date the incident occurred, and the relief sought:

See Document Number(s): _____

Signature: _____ University ID: _____ Date: _____

Level I: Date Received by Immediate Supervisor: _____

Disposition of Grievance by Immediate Supervisor:

See Document Number(s): _____

Signature: _____ Date: _____

Level II: Date Received by Department Head: _____

Disposition of Grievance by Department Head: _____

See Document Number(s): _____

Signature: _____ Date: _____

Level III: Date Received by Division Vice President: _____

Date Hearing Officer Designated: _____ Date of Hearing: _____

Date Hearing Officer Report Received: _____ Date of Vice President's Decision: _____

Disposition of Grievance by Division Vice President: _____

See Document Number(s): _____

Signature: _____ Date: _____

Level IV: Date Received by President of the University: _____

Disposition of Grievance by President of the University: _____

See Document Number(s): _____

Signature: _____ Date: _____

Revised 03/2013