



Request for Grievance Hearing

PART A: *Part A to be completed by the Grievant and submitted to the Grievance Officer, within five (5) working days of completing Phase I: Problem Solving. The Grievance Officer will in turn call a meeting of the grievant and respondent(s) to select a Grievance Committee for this specific grievance.)*

Date: _____

Name of Grievant Requesting Hearing: _____

Department/Division: _____

Name of Respondent(s): _____

I request a grievance hearing on the following issues and I recommend the following remedies.

Specific, Grievable Issue(s): (If more than one, number each issue.)

Define College Policy or Procedures Allegedly Violated or Applied in an Inequitable or Discriminatory Fashion or a Problem Affecting Working Conditions: *(Identify the number of the issue for each policy/procedure, as applicable.)*

Define the Facts That Demonstrate the Above:

Specific, Recommended Step(s) to Remedy the Problem: *(Number each if more than one.)*

Signature of Employee Requesting Hearing

Received:
Grievance Officer’s Signature _____ Date _____

Printed Name of Grievance Officer: _____ College Title: _____

PART B: (Part B to be completed by Respondent and submitted to the Grievance Officer, prior to or at the meeting at which the Grievance Committee is selected.)

The grievant named on Part A of this form has officially requested a grievance hearing in regard to the alleged grievance as defined by the grievance on this form and has identified you as a respondent. To provide the Grievance Review Committee with your response to these allegations, complete the following:

PART C: (To Be Completed by Grievant, if desired (optional) and provided to Grievance Officer for delivery to Grievance Committee prior to their first meeting.)

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Received: Grievance Officer's Signature _____ Date _____