

Arkansas State University Grievance Form

This form is to be used by the employee in filing a formal grievance. All four sections must be completed and will serve as the source document for the university grievance process (use additional sheets if required). All supporting documentation must be attached to this form at the time the grievance is filed. Additional information may be requested by the Staff Hearing Committee as necessary.

Employee Name: _____

Title: _____

Supervisor's Name: _____

Dept: _____

1. What was the date of occurrence and what specific behavior, condition, or violation of policy or procedure occurred which you consider to constitute a grievance?

2. How have you been adversely affected by this grievance situation?

3. What specific action have you taken to reconcile and improve the situation, including discussing it with your immediate supervisor? What has been the outcome of these efforts?

4. What specific remedy do you request?

Employee Signature: _____

Date Filed with HR: _____