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: ______

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