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| **Instructions:** | |
| 1) | Review the policy ([UPPS 04.04.41](http://policies.txstate.edu/university-policies/04-04-41.html), Staff Employee Mediation, Grievance, Policy). |
| 2) | Complete all information requested. Attach additional sheets as necessary. Sign and date the form. |
| 3) | Present the completed form to Human Resources within TEN working days after learning of the action or co-condition that caused the problem. |
| 4) | A Human Resources representative will meet with you to explain the policy, assist you in clarifying the issues, review the problem you present, Human Resources will sign this form. |
| 5) | If you designate an individual to represent you in a grievance, you may also need to attach the appropriate Representative Certification Statement. Review Section 04 of the policy. |
| 6) | After meeting with a Human Resources representative, attach this signed Grievance Form and present to the department head. |

## Employee Information

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| |  |  |  |  |  | | --- | --- | --- | --- | --- | | Employee Name: |  |  | Date: |  | |  | Print | |  | |  |  |  | | --- | --- | | Department: |  | |

## Grievance

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| What happened? (Describe the problem or incident in detail. You can attach additional documents) | |
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| 1. Who was involved? | | | |  |
|  | | | |  |
| 1. When did this happen? | | | |  |
|  | | | |  |
| 1. Where did this happen? | | | |  |
|  | | | |  |
| 1. Was this problem caused by the improper application of a federal or state law or policy of Texas State University?  Yes  No | | | |  |
| If YES, state which law or policy: | | | |  |
| 1. Have you discussed this problem with your supervisor? | | | |  |
| If YES, what was his or her response? If NO, why haven’t you? | | | |  |
| 1. What action/relief are you seeking? | | | |  |
|  | | | |  |
| 1. Name of your representative (if any): | | | |  |
|  | | | |  |
| Your Signature: |  | Date: |  | |

## FOR HUMAN RESOURCES USE ONLY

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| Human Resources Representative Signature : |  | Date: |  |