

**APPENDIX B  
GRIEVANCE PROCEDURE FORM**

**INFORMAL LEVEL 1:**

Date Incident Occurred: \_\_\_\_\_

Date Informal Meeting Requested (must be within 20 business days of incident): \_\_\_\_\_

Meeting Requested By: \_\_\_\_\_

Supervisor Receiving Request: \_\_\_\_\_

Summary of Reason for Informal Request:

Grievant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Date Informal Meeting Occurred (must be within 10 business days of requested date): \_\_\_\_\_

Location of Informal Meeting: \_\_\_\_\_

Attendees at Informal Meeting:

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**To be completed by Grievant:**

I am satisfied with the result(s) of the informal meeting.

I am not satisfied with the informal meeting result(s) and elect to file a Formal Level 1 grievance.

Grievant Signature: \_\_\_\_\_ Date: \_\_\_\_\_