APPENDIX B GRIEVANCE PROCEDURE FORM

INFORMAL LEVEL 1:

Date Incident Occurred: Date Informal Meeting Requested (must be within 20 business days of incident):	
Supervisor Receiving Request:	
Summary of Reason for Informal Request:	
	Meeting Requested (must be within 20 business days of incident):ested By:eciving Request:eteason for Informal Request: teason for Informal Request: Meeting Occurred (must be within 10 business days of requested date): formal Meeting: informal Meeting: ted by Grievant: attisfied with the result(s) of the informal meeting. ot satisfied with the informal meeting result(s) and elect to file a Formal Level 1 grievance.
te Informal Meeting Requested (must be within 20 business days of incident): pervisor Receiving Request: mmary of Reason for Informal Request: ievant Signature: te Informal Meeting Occurred (must be within 10 business days of requested date): cation of Informal Meeting: tendees at Informal Meeting: tendees at Informal Meeting: 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:
Date Informal Meeting Occurred (must be within 10) business days of requested date):
Location of Informal Meeting:	
Attendees at Informal Meeting:	
To be completed by Crievents	
1 0	
I am not satisfied with the informal meeting	result(s) and elect to file a Formal Level 1 grievance.
Grievant Signature:	Date