

GBK2—Grievance Procedures: Level 1 Form

To be completed by grievant within five (5) days after the last informal conference but no later than fifteen (15) days after the employee knew or should have known of the act or omission giving rise to the grievance.

Grievant: _____ Date of last informal conference: _____

Immediate Supervisor: _____

Policy or regulation alleged to have been violated: _____

Statement of Grievance:

Action Requested:

I affirm that the information I provided is true and accurate to the best of my knowledge.

Signature of grievant