It is the purpose of the Employee Grievance Procedure to establish a method whereby complaints of employees be resolved promptly. The filing of a grievance will in no way prejudice the service or status of the employee. Please see the [Grievance Policy](https://messiah-employee.policystat.com/policy/7884033/latest/) for a full description of this procedure.

Employee Name:       Date:

Department:

Job Title:

Statement of Complaint: Background/activity leading to complaint, including dates. (Attach additional sheets or information necessary.)

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|  |

Remedy Requested:

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| --- | --- | --- | --- |
| Employee’s Signature |  | Date |  |

**Grievance Resolution**

Step 1 Decision:       Hearing Date:

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|  |  |  |
| --- | --- | --- |
| Director of Human Resources or designee |  | Date |
|  |  |  |
| Employee |  | Date |

Complain Resolved?  Yes  No

***If no,*** are you requesting appeal?  Yes  No

Step 2 (Final) Decision:       Hearing Date:

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