



## Informal Grievance Form

(Not to be part of employee's permanent personnel file.)

This form is to be used for an employee's grievance or complaint about some aspect of his/her employment which can be remedied by management action. Excluded from the informal grievance procedure are matters of formal disciplinary action, demotion, reduction in pay, suspension, dismissal, and placement on probationary status. The grievance should be made within 7 days of the cause and should be resolved by the supervisor within an additional 4 days, or 7 days if the supervisor lacks proper authority.

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Employee name \_\_\_\_\_ Date submitted \_\_\_\_\_

Date of cause of grievance \_\_\_\_\_

Grievance (Its cause and suggested solution) \_\_\_\_\_

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Signature of employee \_\_\_\_\_

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Supervisor name \_\_\_\_\_ Date received \_\_\_\_\_

Evaluation of grievance \_\_\_\_\_

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Suggestions for resolution of grievance, including any action that has or will be taken \_\_\_\_\_

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Signature of supervisor \_\_\_\_\_

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EXTENSION OF TIME AGREEMENT (Must be signed by both parties)

Extended from \_\_\_\_\_ to \_\_\_\_\_

Employee \_\_\_\_\_ Supervisor \_\_\_\_\_