

	<p>Policy Section 3: BOARD-EXECUTIVE DIRECTOR – EMPLOYEE RELATIONS</p> <p>Policy: Template for Submitting a Grievance</p> <p>Policy #: 3.2.2</p> <p>Approval: 4 December 2007</p>
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Template for Submitting a Grievance Against the Executive Director

Name _____ Program/Department _____

1. Statement of the grievance including pertinent dates/times, facts/issues on which the grievance is based, witnesses (attach additional documentation, if required).

2. Statement of desired outcome (attach additional documentation as needed).

Employee/Participant/Volunteer Signature

Date

Received by(Board Member)

Date

Originated: Dec. 04, 2007

Revised: February, 2017