



Policy Section 3: BOARD – EXECUTIVE DIRECTOR – EMPLOYEE RELATIONS

Policy #: 3.2.2

Policy: Template for Submitting a Grievance

Revision: Rev 2

Approval: July 07, 2021

**TEMPLATE FOR SUBMITTING
A GRIEVANCE ANGAINT 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 (Director)

Date

3. Record of Amendments:

Revision #	Summary of Revision	Date Approved
Rev 0	Original Issue	December 04, 2007
Rev 1	Revised	February 28, 2017
Rev 2	Reviewed and Updated	July 07, 2021