

## MAINTENANCE OF RECORDS

Copies of written complaints/grievances and accompanying responses and documentation will be maintained in the Personnel Office for three years.

---

## EMPLOYEE COMPLAINT/GRIEVANCE

(Form is Fillable)

1. Name
2. Position
3. Department
4. Name of immediate supervisor
5. **Date** complaint/grievance initially discussed with immediate supervisor
6. Name of next higher-level supervisor
7. **Date** complaint/grievance initially discussed with next higher-level supervisor
8. Explanation of complaint/grievance (include identification of any institution policy violated)
9. Corrective action desired

Employee's Signature

**Date**