

# THE CITADEL EMPLOYEE GRIEVANCE PROCEDURE FORM

(TO BE COMPLETED BY THE EMPLOYEE)

To: Director of Human Resources, The Citadel

From:

1. I understand that prior to filing a formal grievance, an attempt should be made to resolve the matter informally with my immediate supervisor. This matter may be presented verbally or in writing. However, this is merely an informal attempt to resolve the matter and cannot be substituted for the requirements of Step One of the procedure.

a. \_\_\_\_\_ I did attempt to resolve the matter informally.

b. \_\_\_\_\_ I did not attempt to resolve the matter informally.

2. As outlined in Step One of The Citadel Grievance Policies and Procedures, I intend to file a formal grievance based on the following:

a. Action being grieved:

b. Effective date of adverse action: \_\_\_\_\_

c. Employment date: \_\_\_\_\_

d. Relief I seek:

\_\_\_\_\_  
(Employee's Signature)

\_\_\_\_\_  
(Date)