

PERSONNEL-MANAGEMENT RELATIONS
EMPLOYEE COMPLAINTS/GRIEVANCES

DGBA
(EXHIBIT)

EXHIBIT A

EMPLOYEE COMPLAINT FORM: LEVEL ONE

Any employee filing a complaint must fill out this form completely. Level One grievances must be filed with the campus principal, if the employee works on a campus, or with the Director or Executive Director of the department in which the employee works. All complaints will be heard in accordance with DGBA(LEGAL) and (LOCAL) or any exceptions outlined therein.

1. Name: _____

2. Position: _____ Campus: _____

3. Please state the date of the event or series of events causing the complaint.

4. Please state your complaint, including the individual harm alleged.

5. Please state specific facts of which you are aware to support your complaint (list in detail).

6. Please state the remedy you seek for this complaint.

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7. If you will be represented in your complaint, please identify the individual or organization representing you.

Name: _____

Address: _____

Representative Email: _____

Representative Telephone: _____

Area Code

Telephone Number

Employee Email: _____

Employee Telephone: _____

Area Code

Telephone Number

Employee Signature

Date Submitted