

UNIVERSITY OF UTAH
Division of Human Resources
STAFF GRIEVANCE FORM

This form is to be used by staff employees of the University of Utah to initiate the **formal** grievance process (Step II/Step III). Employees appealing an involuntary separation shall file a Step III appeal. In situations other than involuntary termination, employees wishing to pursue a formal grievance must have attempted to resolve the grievance informally as outlined in Policy and Procedure 2-32, *Discrimination, Harassment, Staff Employment Grievances...* Upon completion, this form is to be submitted to the Division of Human Resources, Employee Relations Department (581-5469) located at 420 Wakara Way, Suite 105.

NOTE - Strict time parameters apply to this process.

Complainant: _____

Telephone: _____

Job Title: _____

Dept: _____

Name/Title of Immediate Supervisor: _____

Step II

Step III

Date grievance informally discussed with immediate supervisor (Step I): _____

Statement as to why previous reviews of grievance are not considered satisfactory; or statement of appeal from an involuntary separation (attach additional pages as needed):

Statement of remedy or redress sought (attach additional pages as needed):

Signature of Complainant: _____

Date: _____

Mailing Address: _____

Date of Receipt: _____ (HR)

You must contact the Office of Equal Opportunity and Affirmative Action (OEO/AA), located in Room 135 of the Park Building, to file a separate complaint if you believe you have been subjected to illegal discrimination or sexual harassment.