



# GRIEVANCE REPORT FORM

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Distribute this form at each step to the following:

1. Chancellor
2. College president or vice president
3. Immediate supervisor
4. Human Resources Office (receives original signed copy)
5. AHE
6. Grievant

Copies of the Grievance Report Form are available from the AHE Grievance Committee and the Human Resource Office.

Grievant's name \_\_\_\_\_ Date filed \_\_\_\_\_

Assignment \_\_\_\_\_ Building \_\_\_\_\_

## STEP I

A. Date alleged grievance occurred \_\_\_\_\_

B. 1. Specific factual basis of grievance

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2. Specific provision(s) of contract allegedly violated

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3. Remedy sought

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Grievant's signature \_\_\_\_\_ Date \_\_\_\_\_

AHE representative's signature \_\_\_\_\_ Date \_\_\_\_\_

C. Date received by the college president or vice president \_\_\_\_\_

D. Disposition by the college president or vice president\* [within fifteen (15) working days]

\_\_\_\_\_

Signature of the college president or vice president \_\_\_\_\_ Date \_\_\_\_\_

E. Date received by the AHE \_\_\_\_\_

F. Position of the grievant and the AHE\* [within ten (10) days]

\_\_\_\_\_

Step I—answer satisfactory  Step II—review desired

AHE representative's signature \_\_\_\_\_ Date \_\_\_\_\_

**STEP II**

A. Date received by the chancellor or her/his designee \_\_\_\_\_

B. Disposition by the chancellor or her/his designee\* [within fifteen (15) working days]

\_\_\_\_\_

Chancellor's signature \_\_\_\_\_ Date \_\_\_\_\_

C. Date received by the AHE \_\_\_\_\_

D. Position of the grievant and the AHE\* [within twenty-five (25) working days]

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Step II—answer satisfactory  Arbitration requested\*\*

AHE representative's signature \_\_\_\_\_ Date \_\_\_\_\_

\* Add additional page if necessary

\*\* Requires signature of the AHE president or designee