

**Umpqua Community College**

**Administrative Employee Step 2 Grievance Form**

To file a grievance under Step 2 of Board Policy 314, Administrative Employee Grievance and Complaint Process, please complete this document and submit it by hand delivery, fax, or email to the appropriate administrator within the time established in the Policy. Attach a separate sheet if necessary.

1. Name: \_\_\_\_\_ Work Phone or Email: \_\_\_\_\_

2. Position: \_\_\_\_\_ Supervisor: \_\_\_\_\_

3. Please describe the decision or circumstances causing your complaint or concern, including specific facts. (Attach documentation, if any, of the decision or circumstance.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. When was the decision or circumstance causing the complaint? \_\_\_\_\_  
Who made the decision, if known? \_\_\_\_\_

5. Please explain how you have been harmed by this decision or circumstance:

\_\_\_\_\_  
\_\_\_\_\_

6. Please describe any prior attempts to resolve the grievance or complaint, and any Step 1 response by the supervisor. Attach any written documentation of a Step 1 response. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

7. Please describe the remedy or solution you are seeking.

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Received: \_\_\_\_\_, 2015

By: \_\_\_\_\_