

ADJUNCT FACULTY STATEMENT OF GRIEVANCE / FORMAL PROCEDURE

College of the Sequoias

(Available in WordPerfect or WORD format from Human Resource Services, 730-3776)

If you get this file off the COS, HRS WEB site, you may fill out the form in WORD.

Employee Name: <input type="checkbox"/>			
Street Address: <input type="checkbox"/>			
City/State/Zip: <input type="checkbox"/>		Telephone Number: <input type="checkbox"/>	
Date of Alleged Grievance: <input type="checkbox"/>		Date Formal Grievance is Filed (Step 2): <input type="checkbox"/>	

Step 1 — Informal Grievance

Date Grievant Notified Division Chair/Director (Step 1): <input type="checkbox"/>		Date Division Chair/Director gave verbal response (Step 1): <input type="checkbox"/>	
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Specific articles and sections alleged to have been violated:
Note: Written statements/responses can be attached if more space is needed.
Employee's statement of alleged violation and grievance. State specific facts about what has occurred. Provide full facts necessary to support your position.
State full relief, remedy, action you believe is required to resolve this alleged grievance.

For Administrative Use Only	Date of Receipt of Formal Grievance (Step 2): <input type="checkbox"/>	
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