

# Human Resources

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## UNT System Administration Formal Employee Grievance Form

*This form is to be used to file a formal grievance. This will serve as the source document for the grievance process (attach additional pages if more room is necessary). Please answer all questions fully. All supporting documentation must be attached to this grievance form at the time the grievance is filed. Additional information may be requested as necessary.*

**Employee Name:**

**Title:**

**Supervisor Name:**

**Current Date:**

**1. Basis of Complaint:**

☐ Harassment ☐ Discrimination ☐ Retaliation ☐ Violation of Other Policies ☐ Other:

**2. Did you seek an informal resolution with your supervisor prior to submitting this formal grievance?** ☐ Yes ☐ No

**3. Date(s) of occurrence(s)/action(s).**

**4. Provide a detailed description of the condition, behavior, conduct, or decision.**

**5. List the name(s) of individual(s) involved.**

**6. List any witnesses, if applicable.**

**7. What resolution/remedy do you request?**

**Signature:**

**Date:**