

Alabama Agricultural and Mechanical University

Office of Human Resources

Mailing Address: Human Resources, Alabama A&M University, Normal, AL 35762

Phone: 256.372.5835

Fax: 256.372.5881

Staff Employee Grievance Form

The grievance procedure for staff is in the Alabama A&M University Staff Handbook (September 2011), Section 8.4. Please follow these procedures when filing a grievance.

While the University recognizes the employee's right to file a grievance, the employee must discuss his/her concerns with the immediate supervisor and/or department head before filing a grievance. If the immediate supervisor is the alleged cause of the grievance, the grievant will take the concern to the next level of management. Experience shows that most concerns can be resolved informally at the supervisory level without the need for a formal grievance.

Personal Information

Date: _____

Name: _____ Telephone number: _____

Address: _____ City and State: _____

Employment Information

Position: _____ Department: _____

Immediate Supervisor: _____ Telephone number: _____

Grievance Information

Who is the grievance filed against?

Name of person: _____ Title: _____

Department Name: _____

Explanation of grievance and date it occurred. Include identification of any University policy violated. (You may use additional pages.)

What corrective action is desired at this time? _____

Signature: _____

Date: _____

Grievance Committee Chair Determination

Is it grievable?

YES

NO

Please provide an explanation for your decision. You may use additional sheets.

Grievance Committee Chair

Print name: _____

Signature: _____

Submit form to the Human Resource Director after determination