STEP 1: Filed within fourteen class days of occurrence
At Step 1, please provide this form to the head of the administrative unit of your immediate supervisor.

Undergraduate student-employees are encouraged to discuss concerns with their immediate supervisor prior to filing a grievance.

___ I have discussed the following with my immediate supervisor and have been unable to resolve this matter informally.
___ I have chosen not to discuss my concerns with my immediate supervisor.

Employee Name ___________________________________________ Date ____________________
Job Title _____________________________________________ University ID ______________________
Department _____________________________________________ College/Division ________________
Immediate Supervisor __________________________________________ Title ______________________
Incident Occurred - a: ____________________________________ (Date/Time) ____________________

b: ____________________________________ (Specific Location) ______________________

Attach separate sheet or copies of documentation if additional space is needed.

Statement of Grievance ___________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

Institutional Rule Involved (if known) ____________________________________________________________

________________________________________________________________________________________

Adjustment Sought/Corrective Action Requested __________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

Employee Signature________________________________________

________________________________________________________________________________________

DEPARTMENT OF THE ADMINISTRATIVE UNIT

Head of the administrative unit’s Decision on Grievance (returned within seven class days of receipt of grievance) ______

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

Head of the administrative unit Signature_________ - Date:_________
Step 1: Date Answer Received by student ____________________  Accepted ______  Rejected ______

Employee Signature_________________________________  Date ____________________________

STEP 2: Filed within seven class days of receipt of Step 1 decision

APPEAL OF HEAD OF THE ADMINISTRATIVE UNIT’S STEP 1 DECISION

I am not satisfied with the Step 1 Decision of my grievance and request that it be reviewed for the following reasons:

Appeal to Senior Vice President/Dean (name)_________________________________ Title________________________

Attach separate sheet or documentation if additional space is needed

Additional Information Submitted for the review of the Step 1 Decision

______________________________________________________________________________________________

______________________________________________________________________________________________

______________________________________________________________________________________________

Employee Signature_________________________________  Date ____________________________

DECISION OF SENIOR VICE-PRESIDENT/DEAN

Senior Vice President/Dean’s Decision on Review (returned within seven class days of receipt of grievance) _________

______________________________________________________________

______________________________________________________________

______________________________________________________________

Senior Vice President/Dean’s Signature ____________________________  Date: _____________________

______________________________________________________________

THE FINAL RESOLUTION OF THE GRIEVANCE SHALL BE DETERMINED AT THIS STEP.

An undergraduate student-employee seeking to appeal a final decision must do so under the Student Appeal Procedures of the Board of Regents, State of Iowa.