

The following form(s) can be filled in on-line, then printed for signatures and mailing or faxing.

To begin filling out the forms in Acrobat Reader, make sure the **hand** tool is selected then click on a line or in a box and begin typing. Check boxes can be clicked on or off.



GRIEVANCE REPORT FORM

Distribute this form at each step to the following:

1. Chancellor/CEO
2. College president or executive vice president
3. Immediate supervisor
4. Human Resources Office (receives original signed copy)
5. AHE
6. Grievant

Copies of the Grievance Report Form are available from the AHE Grievance Committee and the Human Resource Office.

Grievant's name _____ Date filed _____

Assignment _____ Building _____

STEP I

A. Date alleged grievance occurred _____

B. 1. Specific factual basis of grievance _____

2. Specific provision(s) of contract allegedly violated _____

3. Remedy sought _____

Grievant's signature _____ Date _____

AHE representative's signature _____ Date _____

(over)

Grievance Report Form (continued)

C. Date received by the college president or executive vice president _____

D. Disposition by the college president or executive vice president* [within fifteen (15) working days] _____

Signature of the college president or executive vice president _____ Date _____

E. Date received by the AHE _____

F. Position of the grievant and the AHE* [within ten (10) days] _____

Step I—answer satisfactory Step II—review desired

AHE representative's signature _____ Date _____

STEP II

A. Date received by the chancellor/CEO or her/his designee _____

B. Disposition by the chancellor/CEO or her/his designee* [within fifteen (15) working days] _____

Chancellor/CEO's signature _____ Date _____

C. Date received by the AHE _____

D. Position of the grievant and the AHE* [within twenty-five (25) working days] _____

Step II—answer satisfactory Arbitration requested**

AHE representative's signature _____ Date _____

* Add additional page if necessary

** Requires signature of the AHE president or designee