



The Office of  
Human Resources

**Grievance Form**  
(Print or Type)

**Name** \_\_\_\_\_  
**Position** \_\_\_\_\_ **Department** \_\_\_\_\_  
**Phone** \_\_\_\_\_ **Email** \_\_\_\_\_

*Please see page 2 for definition of "Grievance".*

**Step 1**

Has this matter been discussed with your immediate supervisor?      Yes      No

Name of immediate supervisor \_\_\_\_\_

Date grievance initially discussed with immediate supervisor \_\_\_\_\_

*If answered "No", you must seek resolution with your immediate supervisor before proceeding.*

**Step 2 (if necessary)**

Has this matter been discussed with your next higher level supervisor?      Yes      No

Name of next higher level supervisor \_\_\_\_\_

Date grievance initially discussed with next higher level supervisor \_\_\_\_\_

*If not satisfied with the result of Step 1, you must notify your next higher level supervisor for further review.*

Please explain the nature of your grievance (must include specific University or TBR Policy violated):

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How would you like for this matter to be resolved?

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\_\_\_\_\_  
**Employee's Signature**

\_\_\_\_\_  
**Date**



**Grievance** (Committee review available) – An employee may only grieve actions the institution has taken against the employee which:

- Violates institution or TBR policy, or involves an inconsistent application of these same policies;
- Violates any constitutional right. The most likely areas of concern are the First, Fourth or Fourteenth Amendment of the federal constitution when that action hampers free speech, freedom of religion, the right to association, provides for improper search and seizure, or denies constitutionally required notice or procedures; or
- Violates a federal or state statute not covered by TBR Guideline P-080.