



EMPLOYEE GRIEVANCE FORM

CAN BE USED TO FILE EEO OR EMPLOYMENT COMPLAINTS OR GREIVANCES

A grievance is defined as an allegation that the rights or benefits specifically provided by law or City of Waco personnel and administrative policies have been denied or applied improperly. An EEO Complaint is an allegation that an employee has been unlawfully discriminated against in matters related to working conditions or conditions of employment because of the employee's age, sex, race, religion, color, national origin or physical and mental handicap.

The following is a statement of my grievance, which I hereby request be reviewed in accordance with City of Waco Grievance Procedures.

Name: _____ Position: _____

Department: _____ Immediate supervisor: _____

The action resulting in this grievance took place on (date): _____

Date of attempts to informally resolve this grievance or complaint with immediate supervisor: _____

Produced the following results: _____

The statement of my grievance is as follows: _____

The harm caused to me is as follows: _____

I believe the appropriate resolution of my grievance would be: _____

Witnesses who can confirm my statements are:

<u>Name</u>	<u>Department</u>	<u>Phone</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Additional comments regarding this grievance:

Date

Employee's Signature