

STAFF GRIEVANCE FORM

See Reverse Side for Instructions

**PART I**

Grievant \_\_\_\_\_ Position Title \_\_\_\_\_

Home Address \_\_\_\_\_ Telephone #/E-mail \_\_\_\_\_

Department/Division \_\_\_\_\_ Work Telephone Number \_\_\_\_\_

Immediate Supervisor \_\_\_\_\_ Work Telephone Number \_\_\_\_\_

Nature of Grievance  Suspension  Termination  Other (*Specify*) \_\_\_\_\_

Date of action that prompted grievance \_\_\_\_\_ Date supervisor advised of grievance \_\_\_\_\_

Explain the specific grievance \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What resolution are you seeking? \_\_\_\_\_

\_\_\_\_\_

Grievant's Signature \_\_\_\_\_ Date \_\_\_\_\_

**PART II**

Supervisor's Response \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

**PART III**

I accept the supervisor's response.\*  I am not satisfied with the supervisor's response and request a written response from the department head/designee.

Grievant's Signature \_\_\_\_\_ Date \_\_\_\_\_

**PART IV**

Department Head's/Designee's Response \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Department Head's/Designee's Signature \_\_\_\_\_ Date \_\_\_\_\_

**PART V**

I accept the department head's/designee's response.\*  I am not satisfied with the department head's/designee's written response and request a review of my grievance.

Grievant's Signature \_\_\_\_\_ Date \_\_\_\_\_

**PART VI**

University's Response \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Vice President for Human Resources \_\_\_\_\_ Date \_\_\_\_\_

Revised January 2003

\* If the response is accepted, forward a copy of the form to your divisional Human Resources Department.

## Instructions for Completing Grievance Form

Read the Grievance Procedure for The Johns Hopkins University (Section 8, Personnel Policy Manual) or check the web site at <http://www.jhu.edu/~hr1/pol-man/sectn8.htm>.

The University's Grievance Procedure is designed to provide prompt and orderly disposition of complaints or disputes arising in the course of employment. Since many grievances can be settled in conversation, the staff member and the supervisor are encouraged to meet to achieve resolution to the complaint or dispute. An earnest effort should be made to resolve the grievance as promptly as possible. If resolution is not reached, the staff member can file a grievance in accordance with the University's Grievance Procedure.

The grievance can be presented on the Staff Grievance Form or in a letter that includes the nature of the grievance (including dates) and the proposed resolution to the grievance.

The University provides trained Human Resources staff to serve as grievance advisors. The role of the advisor is to provide information to staff members who may be considering filing a grievance, and to supervisors/managers who receive a grievance. Additionally, a grievance advisor can be consulted after a grievance is initiated. For more information regarding the role of grievance advisors, visit [http://www.jhu.edu/~hr1/employ\\_rel/grievanceadvisors.html](http://www.jhu.edu/~hr1/employ_rel/grievanceadvisors.html).

Presentation and processing of the grievance will depend upon the nature of the grievance.

### **A. Grievance Involving Suspension or Termination**

A grievance involving suspension or termination is to be submitted in writing directly to the department head within five (5) working days following receipt of notice of the suspension or termination. The time limits described in Steps 2 and 3 below apply.

### **B. Grievance Related to Employment**

Any staff member has the right to present to the University a grievance related to employment.

Step 1: The grievance must be in writing and be presented to the supervisor within 30 days of an occurrence and/or within 30 days of the staff member having reasonable knowledge of the occurrence. The supervisor is to provide a written response within seven (7) working days of receiving the grievance OR advise the staff member that more time is needed and the response will be rendered by a specific date. If the supervisor does not provide a timely response, the staff member can present the grievance in writing to the department head. The grievance must be presented in writing within ten working days of the date the decision was due. Failure to present the grievance timely to the department head will result in the grievance being considered terminated.

Step 2: Within ten (10) working days after receipt of the grievance, the department head or designee will provide a written response to the grievance OR advise the staff member that more time is needed and the response will be rendered by a specific date. If a timely response is not provided, the staff member can present the grievance in writing to the Vice President for Human Resources. The grievance must be presented within ten (10) working days from the date on which the decision was due. Should the staff member fail to present the grievance within ten working days, the grievance will be considered terminated.

Step 3: Following receipt of the written request for review of the grievance, a grievance committee will be established to consider the grievance. The committee will investigate the grievance and submit a recommendation to the Vice President for Human Resources, who renders the final decision of the University.