

AFC Unit _____

A30.100

GRIEVANCE FORM – STEP 1

This form is to be used by the employee in filing a formal grievance. The form will be filled in completely and will serve, without amendment, as the source document for the grievance process. All supporting documentation must be attached to this Grievance Form, A30.100.

Employee’s Name: _____ Job Title: _____

Immediate Supervisor’s Name: _____

Employee’s Work Location: _____

GRIEVANCE STATEMENT

In order for a formal grievance to be processed, the following four (4) elements must be addressed: (Attached additional pages if needed)

(1) What was the date of occurrence and what specific behavior, condition or violation of policy or procedure occurred which you consider constitutes a grievance?

(2) How have you been adversely affected by this grievance situation?

(3) What specific action have you taken to reconcile and improve this situation, including discussing it with your immediate supervisor? What has been the outcome of these efforts?

(4) What specific remedy do you request? _____

Employee’s Signature: _____ Date: _____

**TIME FRAMES UNDER UNIFORM GRIEVANCE PROCEDURE
AGENCY INTERNAL GRIEVANCE PROCEDURE**

					Step 1	Step 2			Step 3			Step 4																			
Days	1	2	3	4	5	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	1	2	3	4	5	10 Days
Informal Efforts						File Formal Action and Meeting Held							Decision and Respond Immediately	Meeting With Management	Decision and respond immediately	Meeting with management	Decision and respond immediately			Meeting				Decision by State Forester						Appeal to State Grievance Review Committee	Grievance Review Committee Process

Grievant has three (3) days between steps to respond. Response time by grievant is excluded from the 25-day time limits placed on the agency.