



GRIEVANCE FORM

UNIVERSITY EMPLOYEES

University and Academic Professionals filing a grievance should consult the [Dispute Resolution](#) guidelines and should also consult with Employee Relations at emprel@vcu.edu. Grievances **must** be submitted within 30 calendar days following the date the employee receives the action which is the subject of the complaint.

Name of Employee:	V#:
Job Title:	School/Unit:
Employee's Work Email:	Employee's Work Phone:
Employee's Home Address:	Employee's Home Phone:
Employee's Personal Email:	Name of Manager:
Manager's Work Phone:	Manager's Work Email:
Date Action(s) Occurred:	
Informal Dispute Resolution Sought:	
One-on-One Meeting	Date:
Facilitated Discussion	Date:
Mediation	Date:
The issues articulated by the grievant are: (Include attachments, as necessary)	
The facts supporting this grievance are: (Include attachments, as necessary)	
The outcome or relief the grievant is seeking is: (Include attachments, as necessary)	
Employee's Signature:	Date:

LEVEL ONE

Date received by Manager / LEVEL ONE Administrator:

Manager / LEVEL ONE Administrator's Response: (Include attachments, as necessary) Within 10 business days of receiving the employee's grievance form, the manager provides a written response to the employee.

Manager / LEVEL ONE Administrator's Signature:

Date:

Date received by employee:

If the LEVEL ONE response is satisfactory to the employee, the employee signs the grievance form and the grievance is concluded. If the employee does not agree with the LEVEL ONE response, the employee may proceed to LEVEL TWO.

Employee's response (check one):

I advance my grievance to LEVEL TWO

I conclude my grievance at LEVEL ONE. I am submitting a copy of this form to VCU Employee Relations

Employee's comments (optional):

Employee's Signature:

Date:

NOTE: The employee must email this form to the appropriate person or office within ten (10) business days of receiving the LEVEL ONE response.

LEVEL TWO

Date received by LEVEL TWO Administrator:

Within 10 business days of receiving the employee's submission, the LEVEL TWO administrator schedules a meeting with the employee. The LEVEL TWO administrator may have the employee's manager present at this meeting. The employee may also have another person of their choice present for support. The role of the accompanying person is to assist and support the employee, however, such individuals may not actively participate in the meeting. **The LEVEL TWO administrator or the Employee may waive this in-person meeting.**

LEVEL TWO Administrator's Response: (Include attachments, as necessary) Within 10 business days of receiving the grievance form, or in-person meeting if one was held, the LEVEL TWO administrator provides a written response to the employee.

LEVEL TWO Administrator's Signature:	Date:
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Date of LEVEL TWO meeting, if held:

Date response received by employee:

If the LEVEL TWO response is satisfactory to the employee, the employee signs the grievance form and the grievance is concluded. If the employee does not agree with the LEVEL TWO response, the employee may request to proceed to LEVEL THREE.

Employee's response (check one):

I advance my grievance to LEVEL THREE

I conclude my grievance at LEVEL TWO. I am submitting a copy of this form to VCU Employee Relations

Employee's comments (optional):

Employee's Signature:	Date:
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NOTE: The employee must email this form to the appropriate person or office within ten (10) business days of receiving the LEVEL TWO response.

LEVEL THREE

If the employee is not satisfied with the response at LEVEL TWO, the employee may request a LEVEL THREE panel review by completing the section below and submitting this form to VCU Human Resources (VCU HR) with all relevant supporting documentation within 10 business days of receiving the determination from the LEVEL TWO Administrator. The employee's request must clearly state the reasons for disagreement with the LEVEL TWO disposition.

The employee's request and rationale for a LEVEL THREE Panel Hearing must sufficiently prove that there was a misapplication of policy. If VCU Human Resources determines that a misapplication of policy did not occur, Employee Relations will draft a summary explaining the decision not to qualify the grievance for a LEVEL THREE Panel Review. The Chief Human Resources Officer will review and approve this decision prior to notifying the employee.

Date received by VCU Human Resources:

Grievance qualifies for a Panel Review Hearing
If VCU HR determines that the employee's complaint qualifies for a panel review, a three-member panel is selected from a group of potential members previously nominated and selected through a process maintained by VCU Human Resources

Grievance does not qualify for a Panel Review Hearing
If VCU HR determines that the employee's complaint does not qualify for a panel review, the LEVEL TWO response is final and may not be brought before a panel

VCU HR Signature:	Date:	Contact Info:
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If Grievance qualifies for a Panel Review Hearing:

● **Panel Convened – Date:**

● **Panel Hearing Scheduled – Date:**

● **Panel Recommendation Post Hearing:**

○ **See attached**

Date:

● **Chief Human Resource Officer (CHRO) Decision:**

○ **See attached.** Within 10 business days of the receipt of the panel’s recommendation, the CHRO issues a final decision on the grievance. The CHRO’s decision is issued to the employee and the manager, including the reasons for the decision. This decision concludes the grievance.

CHRO Signature:

Date:

