



REGULAR CLASSIFIED EMPLOYEE GRIEVANCE REQUEST FORM

To file a formal grievance an employee is required to complete and submit this form to Employee Relations in accordance with Georgia State University's Classified Employee Grievance Procedure. All parties are encouraged to explore informal resolution before filing a formal grievance.

Please complete all sections and attach additional sheets if necessary and return to Employee Relations at:

Mailing Address:

P.O. Box 3983

In Person Address:

One Park Place, Suite 527

For assistance with this form or guidance through the grievance process please contact Employee Relations at 404-413-3308. Please refer to the grievance process or contact Employee Relations for all applicable deadlines. All documents received after the stated time will be considered late and may result in a forfeit of grievance rights.

Employee Information

Name: _____
Department: _____ Title: _____
Campus Address: _____ Work phone: _____
Email address: _____

Department Information

Department: _____
Supervisor's Name: _____ Supervisor's Title: _____

Grievance Information

Date of adverse action: _____

Grievance Type: (please place an "x" in the box that most clearly describes the type of action you are grieving)

- action/decision inconsistent with University policies
- suspension, demotion or other disciplinary action
- involuntary termination

State the specific reason(s) for the grievance:

State your requested resolution:

Have you initiated (concerning the adverse action for which you are filing a grievance):

Conversation with your supervisor	Yes	No
Conversation with the Department Head	Yes	No
Informal resolution	Yes	No

If you have spoken with any of these people or initiated any of these options, what was the outcome?

If you have not already gone through mediation, are you willing to do so now? Yes No

Signature _____ Date _____

Date received by Employee Relations: _____

For Employee Relations Use Only

Grievance Level Recommended (check one):

Informal Resolution Appeal to VP/Dean Panel Review