UNIVERSITY OF KENTUCKY
REGULAR STAFF EMPLOYEE GRIEVANCE FORM

An employee may complete and submit this form to the appropriate University official in accordance with the guidelines of the University of Kentucky’s Human Resources Policy and Procedure Number 7.0 Grievances. All sections must be completed. (Attach additional sheets if necessary)

A. EMPLOYEE INFORMATION

Name _______________________________________ Pers ID ______________

Position Title __________________________ Department ___________________

Home Address _________________________________________________________

Street                              City                             State                   Zip Code

Campus Address _________________________________________________

Work Telephone (____)______________    Home Telephone (____)____________

Date of Incident __________________            Supervisor _____________________

B. GRIEVANCE STAGE (check one)  ___ I  ___ II  ___ III

Grievance submitted to: ____________________________________________

C. *STATE THE SPECIFIC REASON(S) FOR GRIEVANCE
(include action being grieved)

________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________

D. *STATE THE SPECIFIC RESOLUTION BEING REQUESTED:

________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________

Employee Signature ___________________________ Date submitted ____________________

*If more space is needed, please use the reverse side of this form or attach additional pages. Documentation supporting the grievance may be attached as well.

Effective September 20, 2005