

GRIEVANCE FORM

Notice: Do not use this form if you have received a disciplinary action, been laid off, or administratively terminated. Use the Standard Appeals Form.

If your grievance involves an allegation of discrimination, written notice must be sent to the State Personnel Board, The Chancery Building, 1120 Lincoln St., Suite 1420, Denver, CO 80203, within ten (10) calendar days of the alleged discriminatory practice.

Print or type. Keep a copy of the completed grievance form for yourself. Refer to Chapter 8 of the State Personnel Board Rules and Personnel Director's Administrative Procedures, 4 Code of Colorado Regulations 801 for information regarding the grievance process.

Grievant's Name: _____

Grievant's Address: _____

Grievant's Job Title and Department _____

Statement of Grievance (attach additional pages if necessary)

Action Requested

Discrimination Alleged: _____ YES _____ NO
Type of discrimination alleged (eg. race, national origin, sex, age, religion)

Process Documentation

STEP ONE: Discussion

Date of discussion: _____

Name of individual _____

STEP TWO:

Date written grievance was submitted _____

Date of meeting _____

Name of individual _____

Date grievant received written response _____

STEP THREE:

Date written grievance was submitted _____

Date of meeting _____

Name of individual _____

Date grievant received written response _____

STEP FOUR:

Date written grievance was submitted _____

Date of meeting _____

Name of individual _____

Date grievant received written response _____

Grievant may appeal final decision to State Personnel Board. Forms are available at HRS, rm. 108, Student Services Bldg.

Date Petition for Hearing was postmarked to the State Personnel Board _____

Grievant's Signature: _____

A copy of this form should be sent to the Director of Human Resource Services, Rm. 108, Student Services Bldg. at the time the grievant initiates STEP TWO. Also, send copies of all written correspondence and responses to the Director of Human Resource Services.