Coahoma Community College

EMPLOYEE / STUDENT GRIEVANCE FORM

This form is to be used if the grievant is not satisfied with the oral decision of his or her immediate supervisor or dean at the first step of the grievance procedure. This form will be completed at each subsequent step to which the grievance is advanced. If a grievant is settled orally with the immediate supervisor or dean, this form should not be used

used.	, 0	•	1				
Name			Date				
Mailing Address		_	Date of Incident				
Position/ Enrollment Status			Telephone No.				
Department/Dept of Study			Supervisor/Dean				
		Grievance Sta	tement				
		(READ CAREF					
). The evidence should include relevant violations referenced in the complaint			
facts and documentation directly related to the complaint. Indicate the time frame in which the violations referenced in the complaint occurred.							
		What subsequent action	s did vou take?				
		What subsequent action	s ara you take.				
What estima did non tales to work the anades of							
What actions did you take to resolve the matter?							
	Wha	t would you like to see happen as	s a resolution to this r	matter?			
	vviiu	, would you like to see huppen us	a resolution to tills i	mutter;			
Grievant's Sig	nature						

Decision of Immediate Supervisor/Dean						
Supervisor's or Dean's Signature		Date				
Employee's / Student's	I am satisfied with the answer to my grievance.					
Answer	I am not satisfied with the answer to my grievance and wish to have it advanced to the next step.					
Second Step Reply to the Employee/Student Grievance Next Level						
	<u> </u>	<u> </u>				
Supervisor's or Dean's Signature		Date				
Employee's / Student's Answer	I am satisfied with the answer to my grievance.					
	I am not satisfied with the answer to my grievance and wish to have it advanced to the next step.					

Third Step Reply to Employee Grievance, Next Level						
President's Signature		Date				