

GRIEVANT INFORMATION	
GRIEVANT NAME	
HOME ADDRESS	
TYPE OF INCIDENT	
DATE OF INCIDENT	
LOCATION	



DETAILS OF EVENT LEADING TO GRIEVANCE	
WHO WAS INVOLVED? Provide names and titles. Include witnesses.	
WHEN DID IT OCCUR? Date and time	
WHERE DID IT OCCUR? Specific locations	
WHAT HAPPENED? Describe the event in detail. Also, describe any incidents giving rise to the grievance.	
WHY IS THIS A GRIEVANCE? List all policies, procedures, and guidelines violated in the event described.	
WHAT ADJUSTMENT IS REQUIRED? Describe what you feel should be done to correct the situation / problem.	
ADDITIONAL COMMENTS Attach sheets, if needed.	

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