

EASTERN ILLINOIS UNIVERSITY
NON-NEGOTIATED CIVIL SERVICE
GRIEVANCE FORM

Statement of Grievance. Please cite the policy, regulation, procedure, etc., that has been misapplied or is causing a problem; state when the incident occurred, and what resolution you believe would be appropriate. Attach documentation when appropriate.

Employee's Signature Date _____

STEP 1: **INFORMAL PROCEDURE**
Received by _____ Date _____
Respondent's response: _____

Respondent's Signature Date _____

Employee's Signature Date _____

Check one: Response accepted Response rejected

Step 2: **RESPONDENT'S DEPARTMENT HEAD**
Received by _____ Date _____
Department Head response: _____

Department Head's Signature Date _____

Employee's Signature Date _____

Check one: Response accepted Response rejected

STEP 3: VICE-PRESIDENT / EMPLOYEE AND LABOR RELATIONS

Received by _____ Date _____

Vice-President's response: _____

Vice-President's Signature Date _____

Employee's Signature Date _____

Check one: Response accepted Response rejected

STEP 4: VICE-PRESIDENT / GRIEVANCE COMMITTEE

Received by _____ Date _____

Vice-President's response: _____

Vice-President's Signature Date _____

Employee's Signature Date _____

Check one: Response accepted Response rejected

STEP 5: PRESIDENT

Received by _____ Date _____

President's response: _____

President's Signature Date _____

Employee's Signature Date _____