



NOTE: Human Resources is tasked with tracking, quality awareness and timely processing of this charge.

LEVEL ONE

Complaint/Grievance received on: \_\_\_\_\_ by \_\_\_\_\_.  
(Date) (Name)

Conference must be scheduled within \_\_\_\_\_ days.

Date of grievance conference: \_\_\_\_\_

Disposition by immediate supervisor:/Level one reviewer:

\_\_\_\_\_  
Supervisor/Level one reviewer Signature Date

**As grievant, I:** \_\_\_ accept the above decision. (Return all documents to HR)  
\_\_\_ do not accept the above decision. Refer the above decision to Level 2.  
Referral to Level Two must include a factual statement of any issue(s) not addressed, incorrectly addressed, or improper handling by the reviewer. If new factual information is available, please provide the reason(s) it was not presented in the earlier review and why it would void the conclusion(s) determination(s) being appealed.

\_\_\_\_\_  
Signature of Grievant Date

The level one reviewer should ensure all material is delivered to HR.  
Delivered by: \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_

*HR will determine the level two reviewer.*