

MICHIGAN STATE UNIVERSITY GRIEVANCE PROCEDURE

for

Non-Bargained For Regular Support Staff

Has the Grievance been discussed with the immediate supervisor? Yes No

Step I

Employee's Name: _____ Phone No.: _____

Department: _____ Date: _____

Statement of
Grievance: _____

Employee's Signature: _____ Date: _____

Immediate Supervisor's

Signature *: _____ Date: _____

Disposition by Immediate
Supervisor *: _____

Presented to: _____ Date Presented: _____

(Aggrieved Employee)

Signature of Immediate Supervisor*: _____

Step II

Reason Immediate Supervisor's* Answer Was Unsatisfactory _____

* Or designated representative

Presented to _____ Date Presented _____
(Administrative Head*)

Date Received by Administrative Head* _____

Disposition by Administrative Head* _____

Presented to _____ Date Presented _____
(Aggrieved Employee)

Signature of Administrative Head* _____

Step III

Reason Administrative Head's* Answer Was Unsatisfactory _____

Presented to _____ Date Presented _____
Assistant Vice President for Human Resources

Date Received by the Assistant Vice President for Human Resources _____

Final Disposition by Assistant Vice President for Human Resources _____

Presented to _____ Date Presented _____
(Aggrieved Employee)

Signature of Assistant Vice President for Human Resources _____

* Or designated representative

One Copy must be sent to the Office of Employee Relations at each written exchange level of this procedure.