



STATEMENT OF GRIEVANCE FORM

To be used with Tooele City Personnel Policies & Procedures Section 13: Grievance

Employee Name (Print): _____ Date: _____

Contact Information & Representation

Under the Grievance policy, notification of decisions establishes time periods for various stages. Please be sure to familiarize yourself with the policy's notification and filing requirements. For purposes of this Grievance, notification will be sent according to this contact information:

Your mailing address: _____

Your e-mail: _____

Phone Number to be Used to Contact You During this Grievance Process: _____

Is Any Other Agent Acting on Your Behalf or Legal Counsel Representing You? Yes No

If yes, please provide name, phone number, e-mail address, and mailing address for this individual:

Please note that if you have declared that another agent or legal counsel is representing you, Tooele City will send communications and notifications to your declared agent or legal counsel.

Current/Prior Grievance Stages. Please provide historical information.

- Grievance filed with Stage 1 supervisor on _____ Decision received _____
Grievance was not filed with Stage 1 supervisor due to _____
- Grievance filed with Stage 2 supervisor on _____ Decision received _____
Grievance was not filed with Stage 2 supervisor due to _____
- Grievance filed with Stage 3a supervisor on _____ Decision received _____
Grievance was not filed with Stage 3a supervisor due to _____
- If applicable*, Grievance filed with Stage 3b supervisor on _____ Decision received _____
Grievance was not filed with Stage 3b supervisor due to _____
- If applicable*, Grievance filed with Stage 3c supervisor on _____ Decision received _____
Grievance was not filed with Stage 3c supervisor due to _____
- Grievance filed with Tooele City Recorder to be delivered to the Appeal Board on _____
Decision received _____

Reason for your grievance. Please check that which you believe occurred.

- Violation of law, committed by any City employee, that adversely affected you.
- Violation of the policies set forth in the Personnel Policies and Procedures Manual, committed by any City employee that adversely affected you.
- Adverse employment action that affected you.
 - Involuntary separation/dismissal
 - Written reprimand
 - Suspension without pay
 - Suspension without pay for more than two days
 - Involuntary transfer to a position of less remuneration. "Less remuneration" is defined as a reduction in your current hourly equivalent rate of pay and does not include any premium pay, differential pay, or overtime pay. Movement to a lower salary grade or red-circle pay status does not constitute less remuneration for purposes of the Grievance policy.
 - Involuntary demotion to a position of less remuneration
- Occurrence being grieved was caused or committed directly by the Mayor.
- Mayor failed to render a decision in accordance with the Grievance Procedure.
- Other. Please explain: _____

Details. State your grievance including reason for grievance, all the facts, applicable violation, dates, times and place of occurrence. Attach any supplemental documentation you desire to be considered. Use additional paper if necessary.

Resolution Desired. State the specific remedy or solution you desire. Use additional paper if necessary.

Employee's Signature:

Date:

Grievance Received By:

Date: