MEMORANDUM OF AGREEMENT BETWEEN
UNIVERSITY OF KANSAS AND
KU POLICE OFFICERS ASSOCIATION

UNIVERSITY SUPPORT STAFF GRIEVANCE FORM

Human Resource Management (HRM) will determine if the matter is grievable or not as defined in the Grievance Procedures. This decision is final and not appeal able. If determined not to be a grievable matter, HRM will advise the employee as to other possible sources for review/resolution of the matter.

An aggrieved employee must complete "Employee Information" and "Section A" of grievance form and deliver the original form to their immediate supervisor and a copy to HRM no later than five (5) working days from the date of the grievable act or the date when employee knew or should have known of the grievable act. Employees should retain a copy of the form for their records.

EMPLOYEE INFORMATION:

Employee's Name Email
Department Work Phone #
Employee Status: ___________ Date Employed ___________ Job Title ___________
Probationary ___________
Supervisor's Name Department Head's Name ___________

SECTION A: NATURE OF GRIEVANCE (STEP 1)

Date of incident: ___________
Article(s) and section(s) of memorandum of agreement that employee alleges have been violated if applicable: ___________
The Grievance is As Follows: ___________
Resolution Desired: ___________

(If additional space is need to cover a full statement on the grievance and desired resolution, add additional pages as necessary).

Pertinent Witness(es):
Name Department Grievance Issue Witnessed

Representative if Selected: Name and Title ___________
Address ___________ Phone ___________
Date Delivered to Immediate Supervisor ___________ To HRM ___________
Employee's Signature ___________

Section B (STEP 2) (GRIEVANCE NOT RESOLVED AT STEP 1):

Date Employee Received immediate Supervisor's Step 1 Response ___________
Date Employee Delivered Step 2 to Department Head ___________ To HRM ___________

SECTION C (STEP 3) (GRIEVANCE NOT RESOLVED AT STEP 2):

Date Employee Received Department Head's Step 2 Response ___________
Date Employee Delivered Step 3 to HRM ___________ To Supervisor and Dept. Head ___________

It is the aggrieved employee's responsibility to provide copies of forms and grievance materials to pertinent parties. If that requirement is burdensome, contact HRM for assistance.

HRM (Rev 05/2019)