

FORMAL GRIEVANCE SUBMISSION FORM

Formal Grievance Filing Timelines: within 14 business days of the informal resolution **Staff Response:** within 20 business days of formal filing

Grievant (Section 1)

Grievant Name: _____ DOB: _____

Facility/Field Office: _____ Living Unit: _____ Date: _____

Did you file an informal complaint about this issue?

Yes With whom? _____ When (date)? _____ **(attach informal complaint)**

No **Please file an informal complaint on this issue.**

Describe your Formal Grievance Below:

Describe: _____

Staff (Section 2)

Did you accept this grievance: Yes No If No, Why? _____

Staff Member Receiving Grievance: _____ Date: _____ Time: _____
(Print and Sign Name)

Supervisor's Response: _____

Supervisor's Signature: _____ Date: _____ Time: _____

Grievant (Section 3)

I agree to the Plan for Resolution Yes No

Grievant's Signature: _____ Date: _____ Time: _____

CC: two copies to grievant, one copy to Grievance Coordinator for data entry into OMS.