THE UNIVERSITY OF MEMPHIS

Employee Grievance/Complaint Form

Please return to the Office of Employee Relations and Engagement, 176 Administration Building.

Section I: Employee Information

Name: _____ **Job Title:** _____
First MI Last

Phone: _____ **Department**: _____ **E-Mail:** _____

Section II: Grievance/Complaint

A **complaint** is a concern an employee has about matters not limited to: disagreements, dissatisfaction with work assignments; and/or employee/supervisor relationships. A **grievance** is a formal complaint about one or more of the following matters: demotion, termination for cause, suspension without pay; work assignments or conditions that violate Federal law, Tennessee State law or University policy.

Which of the following are you filing? (Please check only one.) _____Complaint _____Grievance

Section III: Grievance/Complaint Detail

Please list your grievance/complaint below.
Please state your desired resolution.

Note: Attach additional information/documentation if necessary.

Employee Signature_____ Date_____