



Employee Grievance Form

The College encourages the resolution of issues on an informal basis whenever possible. A grievance is defined as, and limited to, allegations that a specific personnel policy statement provision, a standard practice guide (SPG), and/or regulation has been or is being misapplied, misinterpreted, or not applied in such a way that the grievant or his/her working conditions have been affected. Please see Pima Community College Personnel Policy Statement for College Employees, Section VI for additional information and definitions.

Grievant or Grievant Group Information

Contact Information

Prefix _____ First Name _____ M.I. _____ Last Name _____

Work Phone Number _____ Work Email Address _____

Campus/Location _____ Mail Code _____

- OR -

Street/Mailing Address _____

City _____ State _____ Zip Code _____

If Grievant Group, Additional Participants:

Grievant Group Contact Information

Informal Resolution

Have you attempted to resolve this issue informally (i.e. discussed with your level one supervisor)?

Yes No

If yes, what actions did you take and what was the outcome?

Grievance Details

What is the policy statement provision, SPG, or regulation that is alleged to have been violated?

Provide the facts surrounding the grievance.

(Attach applicable documentation when submitting form.)

Provide the name(s) of any witness(es) and their contact information, if known.

Describe the remedy or specific action you are requesting.

Appeals

If the grievant, grievant group or respondent (the appellant) is not satisfied with the decision the appellant may appeal the decision.

Please see the Personnel Policy Statement for College Employees, Section VI.F.3-5 for information regarding the steps to file an appeal.

Submit this form and any attachments to:

Office of Dispute Resolution • District Office
4905C E. Broadway Blvd, Room 208 • Tucson, AZ 85709 • Fax (520) 206-4990 • resolution@pima.edu

If you have questions regarding this form, the grievance process or appeals please contact:
Office of Dispute Resolution at (520) 206-4686 or resolution@pima.edu.

For Office of Dispute Resolution use only.

Received:

By: _____ Title: _____ Date: _____