

IOWA STATE UNIVERSITY
Merit Staff - Formal Grievance Resolution Form

Prior to filing most formal grievances, an employee must first attempt to informally resolve their dispute with their immediate supervisor.¹ To verify this preliminary step has been completed, you must attach the email containing your immediate supervisor's decision during the informal grievance resolution process.

This Formal Grievance Resolution Form must be filed with the University Human Resources (UHR) Service Center located at: 3810 Beardshear Hall, Attention: ER/LR Manager or e-mailed to: hrshelp@iastate.edu. The Employee is responsible for making and retaining a copy for their records.

Employee: _____ Title: _____

Department: _____ Date: _____

Campus Address: _____ Phone: _____

Supervisor: _____ Phone: _____

Department Head: _____ Phone: _____

*****Optional: Employee may identify up to two (2) Co-Workers as Support Persons during Process*****

Name of Co-Worker #1: _____ Phone: _____

Name of Co-Worker #2: _____ Phone: _____

Step 1: File Formal Grievance with Department Head

Nature of Complaint: To file a grievance, you **must** allege an alleged misinterpretation or misapplication of institutional rules governing terms of employment or working conditions (other than base compensation); an alleged violation of the merit system rules; or the misapplication of university policies or procedures found in the university's policy library (personnel and human relations category). Identify the alleged rules, policies, or procedures relating to your employment/working conditions that are the basis of this grievance:

Statement of Complaint: Write below or separately attach a narrative explanation of your complaint, including relevant background facts and events, identifying potential witnesses (use full names), and details pertaining to the alleged misinterpretation, misapplication, or violation of applicable rules, policies, procedures relating to your the employment or working conditions and identify the alleged harm that has arisen therefrom: _____

¹ Review the *Merit Employee Grievances – Guidance and Procedures* (or consult with UHR or your HR Liaison) to determine whether the informal process is required, prior to initiating the Formal Grievance or process. For example, the informal grievance resolution process is not required in complaints pertaining to discharge, suspension, or the application of a RIF.

Date of Incident: Grievant's must file their grievance within ten (10) calendar days of the outcome of informal resolution (if required), or within ten (10) calendar days of knowledge of the incident (if informal resolution is not required): _____

Identify Applicable Policies/Procedures/Regulations: List any/all university policies, procedures, regulations, work rules, etc. you believe were violated or misapplied impacting your employment and working conditions: _

Supporting Documentation: Attach any documentation supporting your assertions (emails, memos, letters, copies of discipline, witness statements, copies of relevant policies or procedures, etc.). Be sure to attach your supervisor's email containing their decision during the informal grievance resolution process, if applicable.

Relief Requested: Identify the specific relief you are seeking from your grievance (i.e., explain the outcome(s) or remedy(ies) that would be acceptable to you to resolve your dispute): _____

Grievant's Signature

Date

UHR - Service Center to initial and date upon receipt

_____ *Initials*

_____ *Date Received*

Step 1: Appeal to Department Head (or equivalent level of supervision)² (attach additional pages, if needed)

² If this grievance is solely challenging the application of a Reduction in Force (RIF), the impacted employee may file their grievance directly with the Vice President of University Human Resources (VP-UHR), or designee.

Supervisor's Signature

Date

Grievant may file an appeal only if grievance decision is contrary to the requested relief.

Step 2: Appeal to Administrative Head (Dean/VP/AVP)

Grievant must submit this form and all of the original supporting documents to their Administrative Head (Dean, Vice President, Assistant Vice President) within ten (10) calendar days of the Department Head's signature, above. Grievant may not alter or change the nature of the appeal or the requested relief.

Grievant's Signature

Date

Administrative Head to initial and date upon receipt of Appeal _____
Initials

Date Received

Step 2: Administrative Head Decision (attach additional pages, if needed)

Administrative Head's Signature

Date

Grievant may only appeal further if appeal decision is contrary to the requested relief.

Step 3: Appeal to Senior Vice President/President (or designee)

Grievant must submit this form and all of the original supporting documents to the next administrative leader (SVP/President) within ten (10) calendar days of the Administrative Head's signature, above. Grievant may not

alter or change the nature of the appeal or the requested relief.

Grievant's Signature

Date

Administrative Head to initial and date upon receipt

Initials

Date Received

Step 3: Senior Vice President/President Decision (attach additional pages, if needed)

Senior Vice President/President's Signature

Date

Grievant only to proceed with request for arbitration if appeal decision is contrary to the requested relief.

Request for Arbitration

If the Grievant wishes to request arbitration of their grievance, the Grievant must submit this form and all supporting documents (and prior decisions, if attached separately) to the Merit System Director with the Board of Regents: **Board of Regents, State of Iowa, Attention: Merit System Director, 11260 Aurora Avenue, Urbandale, IA 50322-7905**. The Grievant must also provide a complete paper or digital copy to the Manager of Employee Relations/Labor Relations: **3810 Beardshear Hall, Attention: ER/LR Manager**. The Grievant must file a Request for Arbitration within ten (10) calendar days of receiving the decision of the Senior Vice President or President (or designee).

Regents Merit System Rules allow the Merit System Director to determine whether a case is grievable and arbitrable. The Merit System Director has the right to refuse to refer to arbitration any grievance not found to be in full compliance with these rules involving the grievance procedure. The Board of Regents retains jurisdiction to review decisions of the Merit System Director as to whether a matter is grievable or arbitrable upon request for arbitration by the Grievant.

Grievant's Signature

Date

UHR to initial and date upon receipt

Initials

Date Received