

Ramah Navajo School Board, Inc.
Employee Grievance Form

Employee/Complainant

Title

Program/Department

Supervisor

Complaint is Against: (Name) _____ Title: _____

Program/Department: _____

Complaint:

1. Describe the nature of your complaint. Include the act(s) or incident(s) alleged to be in violation of RNSB Personnel Policies. Include the date(s) of the incidents. Use additional pages if needed.

2. Employee's arguments against the personnel action or reason(s) for contesting the working condition

3. A complete statement of facts that supports the employees' position.

4. Identify other persons who may have observed the incident(s) you describe; any affidavits, witness statements and other documents that support the employees' position.

5. Identify others whom you believe may have been treated the same or differently in a similar situation (Name & Position).

6. List other pertinent information available that may assist in the resolution of this complaint.

7. Statement of resolution: