

## Nonclassified Employee Grievance Report

A nonclassified employee may file this report in accordance with the Grievance Procedures for Nonclassified Employees as described in Idaho State University Policies and Procedures. Nonrenewal of employment contract, the placement of an employee on leave with pay, or reassignment of duties with no reduction in pay are not grievable matters. This report must be filed with the Office of Human Resources within fifteen (15) working days from the date of the act which is the basis of the grievance. Human Resources will distribute a copy of this report to the grievant, the senior administrator from the respective unit, and the Nonclassified Employee Grievance Committee for review and action as appropriate.

Alleged infringements of civil or human rights should be appealed under the procedure established under the EEO/Affirmative Action Complaint Procedures, (see ISUPP 3080).

Grievances on reduction in force due to declared financial exigency should be handled through the State Board of Education Procedures.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Department: \_\_\_\_\_ Job Title: \_\_\_\_\_

Date of Discussion with Immediate Supervisor: \_\_\_\_\_

Date of Discussion with Second-Level Supervisor: \_\_\_\_\_

Statement of Grievance: Describe the action being grieved and related dates, (such as, unpaid suspension, termination, demotion with change in pay, etc.-attach additional documentation as necessary):

Remedy Requested: Describe what action you are seeking:

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_