



UNIVERSITY OF ARKANSAS

INFORMAL GRIEVANCE FORM

Grievant Section

Grievant's Name: _____ Respondent's Name: _____

Please note: While the University always strongly encourages people to work out their differences informally, whenever possible, the formal grievance process has filing deadlines. Please see the Formal Grievance Process 11.1.3 for more information.

Description of Grievance(s) in detail: *(Attach additional pages if necessary)*

Identify, specifically, what action you would have the department take to resolve your grievance: *(Attach additional pages if necessary)*

In filing this informal grievance I agree to accept the conditions as set forth in the University of Arkansas Staff Grievance Procedure. I understand that in the event I am dissatisfied with the informal attempts to resolve the grievance I can choose to initiate the Formal Grievance procedure by returning this form to the Grievance Officer within ten (10) working days from the unsuccessful resolution meeting.

Grievant's Signature

Date Submitted to Respondent



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Respondent Section

Respondent: _____ Date Received: _____

Respondent's Responsibility: All Respondent shall, to the best of his or her ability, shall attempt to informally resolve, if possible, all grievances. The Informal Grievance Form will be provided for this purpose. In the event that the Respondent does not believe a course of action should be taken, the Respondent should provide a proposal for resolution of the grievance, of which are within his or her control, and the reason for the course of action proposed. In the event that the Respondent does not believe a course of action should be taken, the Respondent should address the reason for the determination, including any supporting documentation. If, after discussion, the parties desire assistance in arriving at a resolution, they may, by mutual agreement, invite the Grievance Officer to participate; the Grievance Officer may participate at his or her discretion.

Response to Grievance(s): *(Attach additional pages if necessary)*

Actions taken to resolve the grievance, if applicable: *(Attach additional pages if necessary)*

I understand that University policy prohibits any form of retaliation from being taken against persons who file a grievance or who participate in the grievance procedure. Retaliation is also prohibited against persons who participate in the formal grievance or disciplinary process. Retaliation against a grievant or witness is, in itself, a violation of University policy and is a serious separate offense.

Respondent's Signature

Date Returned to Grievant