

Please return to the HR Service Center, 165 Administration Building.

Section I: Employee Information

Name: _____ Job Title: _____
First MI Last

Phone: _____ Department: _____ E-Mail: _____

Section II: Grievance/Complaint

A **grievance** is a formal complaint about one or more of the following matters: demotion, suspension without pay or termination for cause; or work assignments or conditions of work that violate statute or University policy.

A **complaint** is a concern an employee has about matters not limited to: disagreements, dissatisfaction with work assignments; and/or employee/supervisor relationships.

Which of the following are you filing? (Please check only one.) _____ Grievance _____ Complaint

Section III: Grievance/Complaint Detail

Please list your grievance/complaint below. (Attach additional information/documentation, if necessary.)

Please state your desired resolution. (Attach additional information/documentation, if necessary.)

Grievance Form Deadline: _____ by 4:30 p.m. CST

Section IV: Selection of Grievance Process (please check one)

You have the option to elect a hearing under the contested case provisions of the Tennessee Uniform Administrative Procedures Act (TUAPA), T.C.A. Section 4-5-301 et. seq., unless you waive those procedures and elect to have the case grieved in accordance with the institutional procedures, or waive all rights to contest the case under any procedure. (<https://memphis.policytech.com/dotNet/documents/?docid=551&public=true>)

I request that my case be handled according to the University hearing procedures as set forth in the Grievance Process and voluntarily waive my right to receive a hearing in accordance with the 'contested case' provisions of the Tennessee Uniform Administrative Procedures Act.

I request that my case be handled in accordance with the "contested case" provisions of the Tennessee Uniform Administrative Procedures Act (TUAPA).

Employee Signature _____ Date _____