



**Employee Request for Grievance (Suspension or Termination) Form**  
**Step Two**

Grievant's Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Job Title: \_\_\_\_\_ Dept/Business Unit: \_\_\_\_\_

Grievant's email address (where determinations and decisions should be sent): \_\_\_\_\_

**Date of the Notice of Termination or Notice of Suspension:** \_\_\_\_\_

**Statement of Basis for Appealing the Step One Written Decision:** Provide the basis for appealing the Step One Decision and **attach a copy** of the Employee Request for Grievance – Suspension or Termination – Form – Step One that contains the Statement of Grievance and the Step One Written Decision being appealed, along with any attachments thereto. **(Attach additional pages if necessary.)**

**Remedy Sought: What solution do you recommend to resolve your grievance?**

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My signature below indicates that the information contained on this form and any attachments is true and factual to the best of my knowledge.

\_\_\_\_\_  
Grievant's Signature

\_\_\_\_\_  
Date

**Submit this completed form to the Human Resources AVP.**

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**For HR use only – Appointment of Step Two Representation**

Date Step Two Form received in HR: \_\_\_\_\_

Received by: \_\_\_\_\_

Appeal to be reviewed by Step Two Representative: \_\_\_\_\_

Date Grievant notified by email of assignment of Step Two Representative: \_\_\_\_\_

Date form was sent to Step Two Representative: \_\_\_\_\_

Human Resources AVP Signature: \_\_\_\_\_

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**For Step TWO Representative use only – Step TWO Final Written Decision**

**Grievant's Name:** \_\_\_\_\_

Date of Step Two Meeting: \_\_\_\_\_ Date of Step Two Written Decision: \_\_\_\_\_

**Reason(s) for Step Two Final Written Decision; *documents used in decision are referenced and attached* (add additional pages if necessary):**

**Actions to be taken by the University and/or Grievant (specifically indicate whether the termination or suspension will be upheld):**

Date Step Two Final Written Decision was emailed to Grievant's address above, with copy to AVP Human Resources and the appropriate Vice President: \_\_\_\_\_

Step Two Representative's Signature: \_\_\_\_\_