

## Stockbridge-Munsee Community (SMC) Initial Employee Grievance Review Form

Initiating Step 1 in the Grievance Process: I understand by completing the initial employee grievance review form this does not constitute it as a grievance. The form will be reviewed by the Employee Relations Representative to define what is grievable in accordance to the Employment Manual, as well as Chapter 53 (SMC Employee Rights Ordinance).

Send to your direct supervisor and copy the Employee Relations Representative within five (5) working days of the incident giving rise to the complaint. The first working day begins the day after the form is submitted (Monday-Friday, Non-Holiday).

Employee name:	Department:	Job Title:
Phone numbers:	Shift:	Supervisor:
<b>Employee is submitting grievance form for the following reasons:</b>		
Type of reason(s): <input type="checkbox"/> Forms of harassment that interfere with job performance or create a hostile or offensive working environment. (If you marked this box, <b>STOP</b> . Please fill out <b>Anti-Harassment Form</b> to initiate Section 4 instead.) <input type="checkbox"/> The Employment Manual has been violated. <b>EMPLOYEE PROVIDES: 1)</b> What has been violated by page and section, and <b>2)</b> Supporting documentation of alleged violation. <input type="checkbox"/> Direct violation of Terms & Conditions of Employment. <b>EMPLOYEE DEFINES: 1)</b> What has been violated (pay, hours, PTO, scheduling, benefits, evaluations), and <b>2)</b> Supporting documentation of alleged violation.		
<b>Describe in detail the reasons for submission: (Include date(s), time(s), place(s), people involved, work rule(s) involved, etc.)</b>		
<b>Employee requests the following solution to resolve the complaint. If the request is fulfilled, the matter is closed:</b>		

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

<p><b>Confidentiality</b> - As an employee of <b>SMC</b> who has initiated the Grievance Process I agree to adhere to strict confidentiality. I agree not to repeat any of the information I may hear as part of the Grievance Process. I understand that if I break confidentiality I will be subject to disciplinary action.</p> <p><b>Retaliation</b> - I also understand that the <b>SMC</b> will not tolerate any retaliation against any employee who files a complaint/grievance or provides information related to the complaint/grievance Remember to keep your focus on your work and keep your interaction neutral, civil and job related. <b>SMC</b> does expect you to be cordial and polite. It's not OK to refuse to speak to the person or spread rumors or false accusations. Violation of these simple rules could result in disciplinary action.</p>	Date Received: _____ Response Due: _____ Representative: _____
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