

COMMONWEALTH OF VIRGINIA
EMPLOYEE GRIEVANCE PROCEDURE
GRIEVANCE FORM A

I. Grievance

Employee's Full Name:		* SSN:	Job Title:
Agency Code:	Agency Name:		Facility Name:
Home Address:		Work Telephone No. () - ext.	Home Telephone No. () -
		Work E-mail Address:	Home E-mail Address:
Date Grievance Occurred:		Role Title:	
The issues are (use attachments if necessary):			
The facts supporting this are (use attachments if necessary):			
The relief I want is (use attachments if necessary):			
Date:	Employee's Signature:		
<i>Grievances must be presented or mailed to the immediate supervisor within 30 calendar days with two exceptions. If the grievance alleges discrimination or retaliation by the immediate supervisor, the grievance may be submitted to the next level supervisor in the line of supervision. If the complaint involves termination, demotion, suspension without pay or lost wages, the grievance may be submitted to the second-step respondent under the expedited grievance process. The <u>Grievance Procedure Manual</u> contains complete instructions. The Department of Employment Dispute Resolution (EDR) may be contacted if questions arise. * SSN assists with administrative processing of the grievance and is not required.</i>			
Check if you decided not to present this to your immediate supervisor because (check one):			
<input type="checkbox"/> Discrimination or Retaliation by Immediate Supervisor <input type="checkbox"/> Expedited Process			

II. First Resolution Step

Date Received:		
Response (use attachments if necessary):		
Date:	First Step Respondent's Signature:	Telephone No.: () - ext.
Date Received: _____		
Employee's response (check one):		
<input type="checkbox"/> I conclude my grievance and am returning it to the Human Resources Office. <input type="checkbox"/> I advance my grievance to the second step.		<input type="checkbox"/> I want the agency head to determine whether I have access to the grievance procedure. <input type="checkbox"/> I want EDR to rule on whether I initiated my grievance in 30 calendar days. (NOTE THAT ALL EDR RULINGS ARE PUBLISHED ON EDR'S WEBSITE IN A MANNER THAT SEEKS TO PRESERVE PERSONAL PRIVACY.)
Employee's comments (optional - [use attachments if necessary]):		
Date:	Employee's Signature:	
NOTE: The employee is responsible for having the grievance delivered to the proper person or office within five workdays.		

Grievance Form A, Rev. 8/14/2002



DEPARTMENT OF EMPLOYMENT DISPUTE RESOLUTION
 One Capitol Square, 830 East Main Street, Suite 400 • Richmond, Virginia 23219
 804-786-7994 • Toll Free 888-23-ADVICE • FAX 804-371-0111
www.edr.state.va.us

III. Second Resolution Step

Date Received: _____		Date of Meeting: _____	
Response (use attachments if necessary): 			
Date: _____	Second Step Respondent's Signature: _____	Telephone No.: () -	ext. _____
Date Received: _____			
Employee's response (check one):			
<input type="checkbox"/> I conclude my grievance and am returning it to the Human Resources Office.		<input type="checkbox"/> I want the agency head to determine whether I have access to the grievance procedure.	
<input type="checkbox"/> I advance my grievance to the third step.		<input type="checkbox"/> I want EDR to rule on whether I initiated my grievance in 30 calendar days. (NOTE THAT ALL EDR RULINGS ARE PUBLISHED ON EDR'S WEBSITE IN A MANNER THAT SEEKS TO PRESERVE PERSONAL PRIVACY..)	
Employee's comments (optional - [use attachments if necessary]): 			
Date: _____	Employee's Signature: _____		
NOTE: The employee is responsible for having the grievance delivered to the proper person or office within five workdays.			

IV. Third Resolution Step

Date Received: _____		Date of Meeting: _____	
Response (use attachments if necessary): 			
Date: _____	Third Step Respondent's Signature: _____	Telephone No.: () -	ext. _____
Date Received: _____			
Employee's response (check one):			
<input type="checkbox"/> I conclude my grievance and am returning it to the Human Resources Office.		<input type="checkbox"/> I want the agency head to determine whether I have access to the grievance procedure.	
<input type="checkbox"/> I request qualification of my grievance.		<input type="checkbox"/> I want EDR to rule on whether I initiated my grievance in 30 calendar days. (NOTE THAT ALL EDR RULINGS ARE PUBLISHED ON EDR'S WEBSITE IN A MANNER THAT SEEKS TO PRESERVE PERSONAL PRIVACY..)	
Employee's comments (optional - [use attachments if necessary]): 			
Date: _____	Employee's Signature: _____		
NOTE: The employee is responsible for having the grievance delivered to the proper person or office within five workdays.			

V. Qualification for Hearing/Agency Head

Qualified for a Hearing:	
<input type="checkbox"/> Yes and the agency will request appointment of a Hearing Officer via Form B.	
<input type="checkbox"/> No	
Reasons (use attachments if necessary): 	
Date: _____	Agency Head's Signature: _____
Date Received: _____	
Employee's response (check one):	
<input type="checkbox"/> I conclude my grievance and am returning it to the Human Resources Office.	
<input type="checkbox"/> I appeal the decision and request the Human Resources Office to forward the grievance record to EDR.	
<input type="checkbox"/> I advance my grievance to hearing and am returning it to the Human Resources Office. (Only check if qualified by agency head)	
Employee's comments (optional - [use attachments if necessary]): 	
Date: _____	Employee's Signature: _____
NOTE: This form must be returned to the Human Resources Office within five workdays after receipt of the agency head's qualification decision. The agency will retain the original.	

↗ If the agency is not in compliance, a written notice must be sent to the agency head ↖