

COMMONWEALTH OF VIRGINIA

EMPLOYEE GRIEVANCE PROCEDURE

GRIEVANCE FORM A (rev. July. 1, 2020)

I. Grievance

Employee's Full Name:		Job Title:	
Agency Name:		Facility Name:	
Home Address:	Work Telephone No. () - ext. Work E-mail Address:	Home Telephone No. () - 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:		
<p><i>Grievances must be submitted within 30 calendar days of the date the employee knew or should have known of the issue being grieved. The Grievance Procedure Manual, available on EDR's website, contains complete instructions for initiating, processing, and pursuing grievances. Contact the Office of Employment Dispute Resolution (EDR) if you have any questions.</i></p>			

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.		
Employee's comments (optional - [use attachments if necessary]):		
Date:	Employee's Signature:	
<p>NOTE: The employee is responsible for having the grievance delivered to the proper person or office within five workdays.</p>		



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 advance my grievance to the third step.	
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 proceed to the next step and request qualification of my grievance for hearing.	
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: Grievance is qualified in full. Grievance is qualified only in part, as described by agency head below (or in an attachment). Grievance is not qualified.	
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 agency head's qualification decision and ask the Human Resources Office to forward the grievance record to EDR. (All qualified issues will proceed to hearing following issuance of a qualification ruling by EDR). <input type="checkbox"/> [If partial qualification] I waive any further right of appeal on any unqualified issues and ask the agency to request appointment of a hearing officer.	
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 ↩