  **EMPLOYEE GRIEVANCE AND SPECIAL ACTION APPEALS FORM**

Employees are encouraged to first resolve any complaint with their immediate supervisor. However, an employee may file a formal grievance/special action appeal in accordance with USM policy VII-8.00 – Policies on Grievances for Non-exempt, Exempt, Staff and Employees.

A formal grievance must be submitted to the Department of Human Resources within thirty (30) calendar days after the event giving rise to the grievance, or within thirty (30) days of the time when the employee should reasonably become aware of its occurrence.

Special Action Appeals are appeals to charges for removal, demotion, suspension, suspension pending charges for removal, or rejection on probation. Those appeals must be submitted within five (5) working days of the employer action involved, or within five (5) working days of the employee having reasonable knowledge of the act.

Any employee with questions about the procedure should contact the Human Resources Office at 410-543-6035.

Place your cursor just inside the gray box tocomplete

Name:       Employee ID #

Job Title:       Department:

Name of employee representative, if any:

Employee Grievance – What is your complaint?

What steps do you feel should be taken on your behalf?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

Signature of Employee or Representative

Step 1- Department Head Decision

Date received:       Date of decision:

Department representative signature (step 1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If the employee is not satisfied with the decision of the Department Head, they may submit in writing to the Associate Vice President of Human Resources or designee, within the specified timelines, an appeal to the next step as outlined in USM policy VII-8.00 – Policies on Grievances for Non-exempt, Exempt, Staff and Employees, and any applicable MOU.

Step 2 – Human Resources Decision

Date received:       Date of decision:

Department representative signature (step 2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If the employee is not satisfied with the decision of the Associate Vice President of Human Resources or designee, they may submit in writing to the Office of Administrative Hearings, within the specified timelines, an appeal to the next step as outlined in USM policy VII-8.00 – Policies on Grievances for Non-exempt, Exempt, Staff and Employees, and any applicable MOU.

**To initiate Step 1 or 2, submit this form to Salisbury University, Attn: Department of Human Resources 1101 Camden Avenue, Holloway Hall Room 153, Salisbury, MD 21801 or fax to 410-677-5026.**