FORMAL GRIEVANCE FORM
To Be Completed by Grievant

Grievant: Classification:
Assignment: Phone #:

NATURE OF GRIEVANCE (attach additional page if necessary)

Explanation of Grievance:

Time and Place, if known:

Violation, Misinterpretation, or Misapplication of (MOU Article & Section, Policy, Procedure, etc.):

Corrective Action Desired:

INFORMAL STAGE

Person Contacted: ___________________________ Date: ___________________________
Date of Informal Response: ___________________________ Representative:
Grievant Signature: ___________________________ Signature: ___________________________
### Step 1—Battalion Chief

<table>
<thead>
<tr>
<th>Date Received:</th>
<th>Meeting/Response Date:</th>
</tr>
</thead>
</table>

**Step 1 Comments (cannot be resolved at this step):**

<table>
<thead>
<tr>
<th>Battalion Chief Signature:</th>
<th>Date:</th>
</tr>
</thead>
</table>

To Be Completed by Grievant

Grievance resolved ☐; moved to Step 2 ☐

<table>
<thead>
<tr>
<th>Grievant Signature:</th>
<th>Date:</th>
</tr>
</thead>
</table>

### Step 2—Assistant Chief or Deputy Chief

<table>
<thead>
<tr>
<th>Date Received:</th>
<th>Meeting/Response Date:</th>
</tr>
</thead>
</table>

**Step 2 Comments (cannot be resolved at this step):**

<table>
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<tr>
<th>Assistant Chief/Deputy Chief Signature:</th>
<th>Date:</th>
</tr>
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</table>

To Be Completed by Grievant

Grievance resolved ☐; moved to Step 3 ☐

<table>
<thead>
<tr>
<th>Grievant Signature:</th>
<th>Date:</th>
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</thead>
</table>

### Step 3—Fire Chief or Designee

<table>
<thead>
<tr>
<th>Date Received:</th>
<th>Meeting/Response Date:</th>
</tr>
</thead>
</table>

**Step 3 Comments (cannot be resolved at this step):**

<table>
<thead>
<tr>
<th>Fire Chief/Designee Signature:</th>
<th>Date:</th>
</tr>
</thead>
</table>

To Be Completed by Grievant

Grievance resolved ☐; moved to Step 4 ☐

<table>
<thead>
<tr>
<th>Grievant Signature:</th>
<th>Date:</th>
</tr>
</thead>
</table>

Do Not Place in Employee Personnel File
Step 4—Human Resources or Designee

Date Received: ___________________________ Meeting/Response Date: ___________________________

Step 4 Comments (cannot be resolved at this step □):

HR Director/Designee Signature: ___________________________ Date: ___________________________

To Be Completed by Grievant

Grievance resolved □; moved to Step 5 □

Grievant Signature: ___________________________ Date: ___________________________

Step 5—City Manager or Designee

Date Received: ___________________________ Meeting/Response Date: ___________________________

Step 5 Comments (cannot be resolved at this step □):

City Manager/Designee Signature: ___________________________ Date: ___________________________

To Be Completed by Grievant

Grievance resolved □; moved to Step 6 □

Grievant Signature: ___________________________ Date: ___________________________

Step 6—Arbitration

Date Received: ___________________________ Meeting Date: ___________________________

Date Submission Agreement Submitted to Arbitration: ___________________________

COMMENTS

1. At each step of the grievance process that the grievant is dissatisfied with the decision of the respondent, the grievant must submit the grievance to the next step within 15 calendar days for further consideration.

2. At each step of the grievance procedure through Step 5, the respondent shall, within 15 calendar days, schedule a meeting and/or provide written response to the grievant.

3. If the matter is submitted to arbitration under Step 6, the definition of issues, selection of arbitrator and conduct of the hearing shall be governed by the language of the MOU.

4. The grievant shall copy this Formal Grievance Form with all prior responses to the recipient at each subsequent step.

5. For tracking purposes, a copy of the Formal Grievance Form with all prior responses shall be copied to the Fire Administration Bureau.