

**TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO
EMPLOYEE GRIEVANCE STATEMENT**

A grievance is a formal complaint pertaining to adverse employment actions taken on the basis of the employee's protected status or other violations of law or TTUHSC policy.

Include only one grievance per incident. Additional pages may be used for the same grievance; however, separate forms should be used for each grievance. Refer to OP 70.14 for additional information.

Name of Employee:

Tech ID: R#

Contact #:

Employing Department:

Name of Immediate Supervisor:

1. Provide a clear and concise statement of the complained of behavior and the employment action involved.

2. Date of alleged action or violation.

3. Please provide the names of any persons or entities to whom any violation of law was reported and the date of the report.

4. Please provide the names and contact information of any witnesses.

5. What TTUHSC policy, procedure, or law do you believe was violated and how.

6. What specific resolution do you seek

Please print and sign this form. Include all relevant documentation including notices of employment actions, counseling, e-mail, and/or photographs. Once signed, please return to the appropriate administrative supervisor. You may also contact your local HR office for assistance or questions. An employee is allowed to present a complaint or grievance without retaliation.

Employee's Signature:

Date: