

Gettysburg College - Notice of Grievance Form

Name of person filing grievance: _____

Circle One: Student Support Staff Administrator Faculty

Nature of Original Complaint (please attach an additional sheet of paper if you need more space):

Date of Original Complaint: _____

There are three grounds pursuant to which a grievance may be filed:

1. The complainant or the respondent believes that the discipline/sanction imposed was inappropriate for the violation of policy for which the employee was found responsible;
2. An error occurred during the investigative stage preventing either the complainant and/or the respondent a reasonable opportunity to prepare and present information to the investigator(s); or
3. There is a discovery of new information that was not available at the time of the investigative process and could have affected the outcome of the matter.

Please identify below which of the 3 statement(s) above represent(s) the foundation for your grievance:

My grievance is based on number(s): _____

Please explain: _____

Employee Signature: _____

Date: _____

**Please send to the HR Office if you are an administrative or support staff employee, the Provost's Office if you are a faculty member or the Student Rights and Responsibilities Office if you are a student. Thank you.*

Official Use Only: Date Grievance Received: _____ Signature: _____
