



**EMPLOYEE GRIEVANCE FORM**

**Return to  
Employee Relations  
176 Administration Building**

**Employee Name** \_\_\_\_\_  
**Job Title** \_\_\_\_\_

**Office Phone** \_\_\_\_\_  
**Department** \_\_\_\_\_

**This is my grievance/complaint:**

**This is what I think should be done:**

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

**Note: Attach additional information or documentation, if necessary**

**ELECTION OF RIGHTS**  
(for non-exempt employees)

I, \_\_\_\_\_, having been informed that I have been \_\_\_\_\_  
Suspended/demoted/terminated

from the position of \_\_\_\_\_, and having elected my right to appeal this action pursuant to The University of Memphis Grievance procedure, freely and knowingly exercise the following option:

(PLEASE CHECK ONLY ONE)

- \_\_\_\_ 1. To appeal my suspension/demotion/termination pursuant to University Grievance Procedure which will include three (3) face-to-face meetings at three (3) levels of supervision, with 15-day intervals between meetings, and ending with a President’s Panel Hearing.
- \_\_\_\_ 2. To appeal my termination under the University’s Grievance Procedure, but to waive the first three steps, (three face-to-face meetings with three levels of supervision) and proceed directly to the President’s Panel Hearing.
- \_\_\_\_ 3. To appeal my suspension/demotion/termination pursuant to University Grievance Procedure which will include three (3) face-to-face meetings at three (3) levels of supervision, with 15-day intervals between meetings and ending with a Tennessee Uniform Administrative Procedures Act (TUAPA) hearing (Title 4, Chapter 5) Tennessee Board of Regents Policy 1:06:00:05. (Available to non-exempt employees only.)
- \_\_\_\_ 4. To appeal my termination under the University’s Grievance Procedure, but to waive the first three steps, (three face-to-face meetings with three levels of supervision) and proceed directly to a TUAPA Hearing.
- \_\_\_\_ 5. To appeal any actions involving work assignments or conditions of work that violate Federal Law, Tennessee State Law, TBR policy or University policy in conformity with the procedure prescribed in the University Grievance Procedure.  
  
If you checked this option, you must state the policy or law that has been violated.  
That provision is \_\_\_\_\_  
\_\_\_\_\_.
- \_\_\_\_ 6. Not to exercise my rights under any of the above procedures, and to accept the suspension/demotion/termination.

Note: This form must be returned to the Director of Employee Relations in the department of Human Resources, 176 Administration Building by the close of business on \_\_\_\_\_.

Failure to return this form *by the date noted above* will forfeit all rights as outlined in the University Grievance Procedure.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Type of Hearing\* Available: Non-Exempt Employees (Clerical and Support Staff)

<u>Alleged Basis for Grievance Action</u>	<u>PERSONNEL ACTION</u>			
	Termination	Suspension w/o Pay	Demotion	Other personnel actions
<i>Violation of terms of contract</i>	Grievance process with Presidential panel or TUAPA hearing	Grievance process with Presidential panel or TUAPA hearing	Grievance process with Presidential panel or TUAPA hearing	No hearing is available
<i>Violation of University or TBR policy or inconsistent application of policy</i>	Grievance process with Presidential panel or TUAPA hearing	Grievance process with Presidential panel or TUAPA hearing	Grievance process with Presidential panel or TUAPA hearing	Grievance process with Presidential panel
<i>Violation of state or federal discrimination laws</i>	Grievance process with Presidential panel, EEO/AA investigation or TUAPA hearing	Grievance process with Presidential panel, EEO/AA investigation or TUAPA hearing	Grievance process with Presidential panel, EEO/AA investigation or TUAPA hearing	Grievance process with Presidential panel or EEO/AA investigation
<i>Violation of constitutional right</i>	Grievance process with Presidential panel or TUAPA hearing	Grievance process with Presidential panel or TUAPA hearing	Grievance process with Presidential panel or TUAPA hearing	Grievance process with Presidential panel
<i>Disagree with decision</i>	Grievance process with Presidential panel or TUAPA hearing	Grievance process with Presidential panel or TUAPA hearing	Grievance process with Presidential panel or TUAPA hearing	No hearing is available

\* Please note: This chart outlines the types of hearings available to contest employment decisions. The complaint procedure, a non-hearing based form of conflict resolution, is also available for all faculty and staff who have a dispute about an employment-related decision, except those decisions involving performance evaluations, rates of pay, position re-classifications or position terminations due to reduction in force.