

## Penn State/PSUPOA Step 1 Grievance Form

1. Grievant (Last Name, First Name)*		2. Contact Phone	3. Work Location (Campus)
4. Shift (Hours)	5. Immediate Supervisor		6. Supervisor Contact Phone
7. Date of Incident	8. Article(s) & Section(s) Grievied	9. Names of Witness(es)	
10. Date and Summary of Discussion with Supervisor (if any):			
11. Employee's Description of Incident/Issue (Include: nature of grievance, names of those involved, harm to grievant (if any), etc.):			
12. Remedy or adjustment sought:			
13. Grievant Name Typed (in lieu of signature)		14. Date Emailed Step 1:	

\*If there are multiple grievants, attach a list of names.

### Step 1 Response --

15. Date Received Step 1	16. Signature of Chief/Designee	17. Date of Step 1 Meeting
18. Grievance Response:  <input type="checkbox"/> Resolved <input type="checkbox"/> Denied		
19. Description of resolution or basis of denial:		
20. Date Emailed Grievance Response:	22. Grievance Number	

Note: **Submit grievance form to poagrievance@psu.edu**