

The university recognizes that employment disputes arise in the workplace. Disputes may involve the interpretation and/or application of workplace policy, practice or procedure; or a disagreement arising from working relationships or working conditions. Staff and management are encouraged to seek informal resolution of such disputes.

Section A. Informal Resolution with supervisor

I. Employee information

Employee name	Employee ID number
Department	Work phone
E-mail	Supervisor name

II. Issue/dispute

Explain the nature of the issue/dispute, including date(s) of incident(s) and section(s) of policies you believe have been violated. Include names of witnesses who may have information relevant to the dispute. Attach additional sheets if necessary.

III. Desired resolution

Employee signature	Date submitted to supervisor
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IV. Department response Issue resolved? Yes No

Supervisor/unit head signature	Date returned to employee
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Employee signature	Date
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Section B. Formal Resolution with unit leader or senior human resource professional (SHRP)

In the event resolution was not reached at the supervisor level, the employee may initiate a formal dispute resolution process with the unit leader or SHRP.

I. Reason why department's response is unsatisfactory.

II. Describe the policy, practice, or procedure in question and how the issue(s) can be resolved and submit this request within two weeks of the supervisory decision.

Unit representative to facilitate meeting

Meeting date

Final decision

Unit representative signature

Date

Employee signature

Date