

Record of Dispute Form

STEP 1 - RECORD OF DISPUTE

(This form, along with any supporting documentation, and the response from each supervisory level must be included at each step of the Staff Dispute Resolution process. No additional documentation may be submitted once the process begins unless agreed to by both the employee and the supervisor.)

Date	
Employee Na	me
Department	
Supervisor	

STATEMENT OF DISPUTE:

I wish to file a formal staff dispute based upon the following occurrence: (Be as specific as possible, give names, dates, policy or procedure misapplied or violated, etc.)

Note: You may use a separate sheet of paper if needed. Mark as Staff Dispute Statement Attachment.

A just and fair resolution of my dispute is:

Note: You may use a separate sheet of paper if needed. Mark as Staff Dispute Resolution Attachment.

Employee's Signature

Date