EMPLOYEE APPEAL NOTICE

Complaint forms and appeal notices may be filed by hand-delivery, by electronic communication, including email and fax, or by U.S. Mail to Human Resources. See TSC Policies, Regulations and Exhibits found on the Human Resources webpage for more details about the grievance process.

1. Name
2. Address

Telephone number ( )

1. Position Department
2. If you will be represented in voicing your appeal, please identify the person representing you.

Name

Address

Telephone number ( )

1. To whom did you present your complaint at the Primary Level? Date of hearing Date you received a response to the Primary Level complaint
2. Please explain specifically how you disagree with the outcome at the Primary Level:
3. Attach a copy of your original compliant and any documentation submitted at the Primary Level.
4. Attach a copy of the Primary Level response being appealed.

Employee’s Signature

Signature of Employee’s Representative

Date of Filing