

*Town of Rehoboth • Personnel Policy Manual*

**EMPLOYEE GRIEVANCE PROCESSING FORM**

**Step One**

Date of Incident: \_\_\_\_\_

Department: \_\_\_\_\_

Date of Filing with Supervisor: \_\_\_\_\_

Date of Supervisor's Decision: \_\_\_\_\_

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**Issue** (if additional space is needed, use separate piece of paper):

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**Summary of Grievance** (if additional space is needed, use separate piece of paper):

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**Resolution Requested** (if additional space is needed, use separate piece of paper):

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**Supervisor's Decision** (if additional space is needed, use separate piece of paper):

Date of Supervisor's Decision: \_\_\_\_\_

**Step Two (if applicable)**

**EMPLOYEE GRIEVANCE PROCESSING FORM**

Date of Incident: \_\_\_\_\_

Department: \_\_\_\_\_

Date of Filing with Department Head/Town Administrator: \_\_\_\_\_

Date of Department Head's/Town Administrator's Decision: \_\_\_\_\_

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**Issue** (if additional space is needed, use separate piece of paper):

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**Summary of Grievance** (if additional space is needed, use separate piece of paper):

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**Resolution Requested** (if additional space is needed, use separate piece of paper):

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**Department Head's/Town Administrator's Decision** (if additional space is needed, use separate piece of paper):

Date of Department Head's/Town Administrator's Decision: \_\_\_\_\_

**EMPLOYEE GRIEVANCE PROCESSING FORM**

**Step Three (if applicable)**

Date of Incident: \_\_\_\_\_

Department: \_\_\_\_\_

Date of Filing with Personnel Board/Appointing Authority: \_\_\_\_\_

Date of Personnel Board/Appointing Authority's Decision: \_\_\_\_\_

Department: \_\_\_\_\_

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**Issue** (if additional space is needed, use separate piece of paper):

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**Summary of Grievance** (if additional space is needed, use separate piece of paper):

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**Resolution Requested** (if additional space is needed, use separate piece of paper):

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**Appointing Authority's /Personnel Board's Decision** (if additional space is needed, use separate piece of paper):

Date of Appointing Authority's /Personnel Board's Decision: \_\_\_\_\_