

# UNIVERSITY OF ULSTER

## **FORM FOR THE RECORDING OF GRIEVANCES**

An employee who wishes to instigate the Grievance Procedure must do so by completing the attached form.

On completion it must be signed and forwarded to the employee's line manager or, in cases where the grievance is against the Line Manager, to that person's line manager.

**The Grievance Procedure is available at:**

[http://www.ulster.ac.uk/hr/policies\\_and\\_procedures/Staff%20Grievance%20Ordinance.pdf](http://www.ulster.ac.uk/hr/policies_and_procedures/Staff%20Grievance%20Ordinance.pdf)

[http://www.ulster.ac.uk/hr/policies\\_and\\_procedures/Grievance%20Procedure.pdf](http://www.ulster.ac.uk/hr/policies_and_procedures/Grievance%20Procedure.pdf)

Alternatively you may request a hard copy from Human Resources either by telephone to 028 9036 8507 or in person from Room 8M15 at Jordanstown or Room J914 at Coleraine.

An individual may have their grievance dealt with either informally or formally under either of the above procedures. Please indicate how you wish your grievance to be dealt with:

a) Informal ☐

b) Formal ☐

**1. THE GRIEVANCE**

Please describe the nature of the grievance providing as much detail as necessary in relation to the circumstances surrounding the matter e.g. who, what, where, when

**2. OUTCOME SOUGHT**

**3. EMPLOYEE**

**Signature** .....

**Print Name** .....

**Post Title** .....

**Department / Faculty** .....

**Date** .....

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**Received by Line Manager:**

**Signature:** .....

**Print Name:** ..... **Date:** .....

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**Copy to HR Business Partner**

**Received by:** .....

**Print Name:** ..... **Date:** .....