

Appendix A – Grievance – Stage 2

Note: Employees submitting a grievance should carefully read the attached Employee Grievance Procedure before completing this form.

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| <b><i>NAME OF EMPLOYEE</i></b>                     |  |
| <b>DEPARTMENT/SECTION</b>                          |  |
| <b>JOB TITLE</b>                                   |  |
| <b><i>DETAILS OF GRIEVANCE</i></b>                 |  |
| (Please continue on a separate sheet if necessary) |  |

**SIGNATURE OF EMPLOYEE:**

**DATE:**

