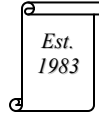


# International Christian Institute & Linguistics School

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## Statement of Grievance for Employees



This form may also be used to report concerns about actions taken regarding the employee's employment status (such as probation, termination, suspension, academic freedom or an alleged violation of state or federal law, such as sexual or racial harassment, ADA, etc.)

Employees are encouraged to informally resolve concerns, complaints and grievances at the lowest supervisory level. If a final decision is made by the supervisor that is not acceptable to the employee, the employee may submit this form to the Program Director. The highest level supervisor will meet with the employee and attempt to resolve the employee's concerns.

Please print information

### PART I

Name of Employee \_\_\_\_\_ Date \_\_\_\_\_

Program Level \_\_\_\_\_

Grievance Filed Against \_\_\_\_\_ Date Occurred \_\_\_\_\_

Is this grievance against your supervisor? \_\_\_\_\_ Yes \_\_\_\_\_ No

Date, time & place you met with immediate supervisor to informally resolve this matter.

Specifically describe concern(s) - if necessary please use a separate piece of paper to continue the description and attach to this form when complete.

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State Resolution Requested

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Are you interested in mediation of this situation? \_\_\_\_\_ Yes \_\_\_\_\_ No

Signature \_\_\_\_\_ Phone No. \_\_\_\_\_

Email address \_\_\_\_\_



## EXECUTIVE RESPONSE

### PART II

Date, time and place you met with parties involved to resolve this matter. Attach the memo written to the employee regarding the review process, decisions and outcome(s).

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Name (print) \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date of Response \_\_\_\_\_

### PART III

\_\_\_\_\_ I wish to discontinue my grievance

\_\_\_\_\_ I accept the recommendation

\_\_\_\_\_ I do not accept the decision. I wish to request a Grievance Review Committee

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

**Send this form (and any attachments) to the Director's office for processing. Final decisions are placed in the employee's master personnel file.**