# Formal Grievance Form

## Informal resolution

Many problems can be raised and settled during the course of everyday working relationships. The formal grievance procedure sets out the process to follow where it has not been possible to resolve things informally.

Before submitting a formal grievance, you should raise your concern or complaint informally with your line manager and explain how you would like to see it resolved. Please see [Section 4 Informal Resolution of the Grievance Procedure](https://www.essex.ac.uk/staff/employment-policies-procedures/grievance-procedure) (.pdf) that explains Informal resolution in more detail.

## Submitting a Formal Grievance

In order to submit a Formal Grievance, please complete all sections of this form and send it to the relevant Line Manager and the Employee Relations Team. If your grievance is about your Line Manager, your grievance may be submitted to their Manager.

Grievances received after three months may not be considered.

If your grievance is a repeat of a formal concern that has been raised before, and the circumstances have not changed, the University may decide not to hear it again.

## How Your Grievance Will Be Considered

Formal Grievances are considered in line with the Grievance Procedure.

Receipt of the grievance will be acknowledged in writing as soon as possible, and ideally within five working days, and the next steps will be explained.

The manager will aim to arrange a grievance hearing to take place ideally within 20 working days from receipt of the formal grievance but this may take longer if it the matter is particularly complex, or the complaint is being investigated during non-term time.

An employee who is named in a formal grievance has the right to see the allegations against them in full and can respond. The person(s) to whom the grievance refers will be asked to provide a written response as soon as possible and within 10 working days of notification of the grievance.

## Section 1: Your Details

|  |  |
| --- | --- |
| Your details | Your information |
| **Title** |  |
| **First Name** |  |
| **Surname** |  |
| **Department / Section** |  |
| **Correspondence Address and Postcode** |  |
| **Telephone Contact** |  |
| **Email Address****(please use University email address if possible)** |  |

## Section 2: Your Concerns / issues

|  |
| --- |
| Please explain the nature and grounds of your grievance, including the detriment you may have suffered. Please include the name (s)of any individual (s) being complained of (if applicable). |
|  |

|  |
| --- |
| Please provide the evidence for your grievance (either in full or summary form). This should include references to documents and, where appropriate, details of incidents and names of witnesses. |
|  |

|  |
| --- |
| Please state the resolution being sought (e.g. an apology, a change to management decision).  |
|  |

## Section 3: Previous attempts to resolve your concerns

### Have you raised your concerns with anyone at the University

|  |  |
| --- | --- |
| Have you raised your concerns with anyone at the University | Response |
| Yes |  |
| No |  |

|  |
| --- |
| Please outline the steps that you have taken to resolve the concern before submitting a formal grievance? |
|  |

|  |
| --- |
| Please indicate the reasons why you are not satisfied with the initial attempts to resolve the matter: |
|  |

|  |  |
| --- | --- |
| Your signature | Response |
| Signature: |  |
| Date: |  |

*If you send the form as an email attachment, please type ‘submitted electronically’ in the signature box*