

Please return to the HR Service Center, 165 Administration Building.

**Section I: Employee Information**

Name: \_\_\_\_\_ Job Title: \_\_\_\_\_  
First MI Last

Phone: \_\_\_\_\_ Department: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Section II: Grievance/Complaint**

A **grievance** is a formal complaint about one or more of the following matters: demotion, termination for cause, suspension without pay; work assignments or conditions that violate Federal law, Tennessee State law or University policy.

A **complaint** is a concern an employee has about matters not limited to: disagreements, dissatisfaction with work assignments; and/or employee/supervisor relationships.

Which of the following are you filing? (Please check only one.) \_\_\_\_\_ Grievance \_\_\_\_\_ Complaint

**Section III: Grievance/Complaint Detail**

Please list your grievance/complaint below.

Please state your desired resolution.

Note: Attach additional information/documentation if necessary. **Grievance Form Deadline:** \_\_\_\_\_ by 4:30 p.m. CT

**Section IV: Waiver of Rights**

You have the option to elect a hearing under the contested case provisions of the Tennessee Uniform Administrative Procedures Act (TUAPA), T.C.A. Sec. 4-5-301, et. seq., unless you, after receiving written notice, waive those procedures and elect to have the case disposed of in accord with institutional procedures or waive all rights to contest the case under any procedure. (<https://memphis.policytech.com/dotNet/documents/?docid=551&public=true>)

I, \_\_\_\_\_, an employee at the University of Memphis, request that my case be handled according to the University hearing procedures as set forth in the Grievance Process and voluntarily waive my right to receive a hearing in accordance with the 'contested case' provisions of the Tennessee Uniform Administrative Procedures Act.

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