



Resolution of Employee Complaint (REC)

Date Received by HR:	
Employee Filing Complaint:	
Position/Department:	
Nature of Complaint:	<input type="checkbox"/> Wages <input type="checkbox"/> Hours <input type="checkbox"/> Conditions of Work
Explanation of the Complaint (attach additional sheets if necessary):	

Have “Informal Steps” been taken to resolve the complaint? <input type="checkbox"/> Yes <input type="checkbox"/> No
If so, summarize the informal steps taken (Please note: employees are not required to informally resolve any workplace dispute as a condition to filing a formal grievance):

Do you have evidence that a violation or misapplication of a specific Board policy or a specific administrative procedure related to wages, hours, or conditions of work has occurred (if Yes, please attach specifics to REC form):	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
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If employee is being represented by another individual, please provide the name:	
Representative’s Position/Department or other contact information:	

Employee’s Signature

Date