Louisiana Housing Corporation

GRIEVANCE FORM

EMPLOYEE NAME:

STEP ONE: DEPARTMENT HEAD

The grievance must be submitted within seven (7) calendar days of the incident that caused the employee to become aggrieved. Employee should attach the key components of a written grievance: a grievance statement and the relief sought. The date of the incident must be included in the grievance statement.

Employee Signature: _____ Date submitted: _____

Submit form and attachments to Department Head. Send copy of form and attachments to Human Resources.

Department Head Signature: _____ Date received: _____

Department Head Response:
Department Head should attach a response to this form and return it to the employee within 7 calendar days following the date received from the employee.

Employee Response:

_____ I am satisfied with my Department Head's response.

_____ I am not satisfied with my Department Head's response. I understand that I have 7 calendar days to forward my grievance to the next step.

STEP TWO: EXECUTIVE TEAM

The grievance must be submitted within seven (7) calendar days following the response of the Department Head. The original key components and the Department Head's response must be attached.

Employee Signature: _____ Date submitted: _____

Submit form and attachments to Executive Team Member. Send copy of form and attachments to Human Resources.

Executive Team Signature: _____ Date received: _____

Executive Team Response:
Executive Team member should attach a response to this form and return it to the employee within 14 calendar days following the date received from the employee.

Employee Response:

_____ I am satisfied with the Executive Team member's response.

_____ I am not satisfied with my Executive Team member's response. I understand that I have 7 calendar days to forward my grievance to the next step.

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EMPLOYEE NAME:

FINAL STEP: EXECUTIVE DIRECTOR

The grievance must be submitted within seven (7) calendar days following the response of the Executive Team member. The original key components, the Department Head's response, and the Executive Team member's response must be attached.

Employee Signature: _____ Date submitted: _____

Submit form and attachments to the Executive Director. Send copy of form and attachments to Human Resources.

Executive Director Signature: _____ Date received: _____

Executive Director Response:
The Executive Director shall attach a response to this form and return it to the employee within 21 calender days following the date received from the employee.

The decision of the Executive Director is final.