

Before lodging a grievance, staff are requested to read carefully the *Staff Grievance Policy and Procedure* relating to grievances.

A grievance will not be formally investigated until all efforts by the aggrieved staff member to resolve the grievance through informal processes has been exhausted.

Completed grievance lodgement forms are to be sent to either of following address, in a sealed envelope marked:

CONFIDENTIAL

University Staff Grievance Officer
c/- Human Resources
Federation University Australia
PO Box 663
BALLARAT VIC 3353

Please note, the contents of this form (which describes the grievance, steps taken to resolve the grievance, and the desired outcome) will be distributed to the other parties to the grievance. All personal information provided at the beginning of this form (excluding your name) is for administration purposes only and will be kept confidential.

Title (Mr/Mrs/Ms, etc)

Surname or family name

Given name (or other name)

Address

Telephone no. (home)

Telephone no. (work)

E-mail address**DESCRIBE YOUR GRIEVANCE (including the parties to the grievance)***(attach extra pages if necessary)*

WHAT HAVE YOU DONE TO RESOLVE THE GRIEVANCE*(attach extra pages if necessary)***WHAT IS YOUR DESIRED OUTCOME WHICH YOU BELIEVE WOULD SETTLE THE GRIEVANCE***(attach extra pages if necessary)*_____
Signature_____
Date**OFFICE USE ONLY**_____
Date complaint received_____
by Grievance Officer_____
Complaint No._____
File No.