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| **Staff Grievance Resolution Form** | UQlogoLscape RGB.jpg |
| Before completing this form you should read PPL 5.70.08 *Staff Grievance Resolution* policy and procedures.Formal grievances must be made as soon as possible after the date when the problem or concern arose and no later than:* 12 months in the case of grievances lodged in accordance with the provisions of PPL 1.70.06b *Discrimination and Harassment - Procedures*; and
* Six months in the case of all other grievances.

Please complete this form and submit it to your supervisor. In circumstances where your supervisor is the subject of the grievance, this form should be submitted to your supervisor’s supervisor.**NOTE:** PPL 5.70.08 *Staff Grievance Resolution* does not apply to grievances where the subject of the complaint is a Public Interest Disclosure. In such circumstances the complainant should refer to HUPP 1.60.3 *Whistleblowers’ Protection Management Policy* |
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| **PART 1: GENERAL INFORMATION (STAFF MEMBER TO COMPLETE)** |
| Date Grievance Resolution Form submitted to supervisor: |  |
| Staff Member (full name): |  |
| Employee Number: |  |
| Position: |  |
| Organisational Unit: |  |
| Campus: |  |
| Supervisor: |  |

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| **PART 2: DETAILS OF COMPLAINT (STAFF MEMBER TO COMPLETE)** |
| Please specify the date that the problem or concern arose: |  |
| Please provide details of the complaint you are seeking to resolve: |  |

(Please attach further information to this form if required)

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| **PART 3: INFORMAL RESOLUTION ATTEMPTS (STAFF MEMBER TO COMPLETE)** |
| I have attempted to resolve this grievance informally: | [ ]  | Details of informal resolution attempts: |  |
| I have **not** attempted to resolve this grievance informally: | [ ]  | Reasons for not attempting to resolve informally: |  |

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| **PART 4: REMEDY SOUGHT (STAFF MEMBER TO COMPLETE)** |
| Please detail what you are seeking in order to resolve this grievance: |  |
| **(Please attach further information to this form if required)** |

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| **PART 5: OUTCOME OF GRIEVANCE RESOLUTION**  |
| [ ]  **Step 1 – Conciliation**Details of resolution proposed:Has the complainant agreed to the proposed resolution?[ ]  Yes[ ]  No |
| [ ]  **Step 2 – Investigation**Details of resolution proposed:Has the complainant agreed to the proposed resolution?[ ]  Yes[ ]  No |
| [ ]  **Step 3 – Review by Director, HR (or their delegate)**Details of resolution proposed:Has the complainant agreed to the proposed resolution?[ ]  Yes[ ]  No |
| [ ]  **Step 4 – Final determination by relevant senior executive**Details of resolution proposed:Has the complainant agreed to the proposed resolution?[ ] Yes[ ]  No |

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| **PART 6: HUMAN RESOURCES STAFF TO COMPLETE** |
| Filed on confidential file by: |  | Date |  |