

APPENDIX F  
RECORD OF GRIEVANCE  
MANAGEMENT GRIEVANCE REPLY FORM

DATE

*This is to certify that an attempt was made to resolve this grievance on*

.....  
DATE

AT

.....  
TIME

SUBJECT OF GRIEVANCE

CHECK ONE OF THE BLOCKS BELOW:

GRIEVANCE RESOLVED (*Briefly describe resolution*)

GRIEVANCE NOT RESOLVED--IF GRIEVANT DECIDES TO PURSUE THE GREIVANCE AT STEP II OR III OF THE GRIEVANCE PROCEDURE, A COPY OF THIS FORM MUST BE RETAINED AND ATTACHED TO THE ONGOING GRIEVANCE

SIGNATURE

SUPERVISOR OR MANAGEMENT OFFICIAL

GRIEVANT

REPRESENTATIVE, IF ANY