

Personnel Board of Mobile County, Alabama

**STEP ONE OF GRIEVANCE PROCEDURE
COMPLAINT FORM**

To be used in filing complaint under **STEP ONE** of Personnel Board Grievance Procedure. (Rule XVI.)

Employee's Name

Department

Job Classification

Date Complaint Arose

Jurisdiction

Date Filed With Department Head/Supervisor

I am submitting the following complaint as required by Step One of the Personnel Board Grievance Procedure.

Nature of complaint: (If additional space is needed, use plain paper and attach.)

Settlement or remedy desired:

Employee's Signature

Mailing Address

City, State & Zip Code

Telephone (work)

Telephone (home or cell)

I have received a copy of Step One Complaint Form on: _____
(date)

Signature: _____
(name) (title)

Personnel Board of Mobile County, Alabama

STEP TWO OF GRIEVANCE PROCEDURE

To be used in filing an appeal to **STEP TWO** of Personnel Board Grievance Procedure. (Rule XVI.)

Employee's Name

Date Submitted to Step Two

Job Classification

Department

Jurisdiction

Name of Department Head

The disposition of my grievance at Step One is not satisfactory and I desire to appeal it to Step Two.

As required, the following are attached:

- Copy of Step One Which Contains a Statement of my Grievance.
- Copy of Supervisor's Statement (if applicable).
- Copy of Department Head's Statement.

Employee's Signature

Mailing Address

City, State & Zip Code

Telephone (work)

Telephone (home or cell)