

# RESPONSE TO FORMAL GRIEVANCE

Name of Grievant: \_\_\_\_\_

Step No: \_\_\_\_\_

**The following is to be completed by the person responding to the grievance and attached as the top copy to the formal grievance at each step in the grievance procedure. (See the NPD-50, Formal Grievance, for the grievance procedure.)**

Received by: \_\_\_\_\_ on \_\_\_\_\_

Action taken: \_\_\_\_\_

---

---

---

---

---

---

---

---

---

---

Submitted to grievant on: \_\_\_\_\_

\_\_\_\_\_  
Signature of Respondent

\_\_\_\_\_  
Title

**The following is to be completed by the Grievant (Check as appropriate):**

Agree with action at this step - grievance resolved.

Disagree with action at this step.

\_\_\_\_\_  
Signature of Grievant

**NOTE TO GRIEVANT:** If you disagree with the action taken, you have 10 working days to submit your grievance to the next step. Place a copy of your formal grievance on top of this response and include all prior forms and responses when filing at the next step.