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.