



Office of People Relations

MSC 3HRS
New Mexico State University
P.O. Box 30001
Las Cruces, NM 88003-8001
575-646-2449, fax: 575-646-4556
opr@nmsu.edu

Complaint / Grievance / Appeal
Form
(Non-Discrimination Based)

Section 1: Employee Information
Employee Name: Aggie ID:
Title: Date of Hire:
Department: Supervisor:
Work Phone: Home/Cell Phone:
Email address: Work Location:
Employee Status: [] Exempt [] Non-Exempt [] Faculty [] Staff [] Student Employee
Action Type: [] Grievance [] Appeal [] Complaint

Section 2: Definitions
Complaint: A statement that something is wrong or unsatisfactory in the workplace. A complaint can be against someone or something and does not involve a determination or decision, or a violation of rules, policies or legalities. (applies to all employees)

Grievance: A formal notice of dispute against NMSU, or an employee(s) of NMSU, that does not involve a determination or decision, and involves violation of rules, policies or legalities. (applies to faculty and staff)

Appeal: A request for someone to reconsider or change a decision, often called an "action." (applies to faculty and staff)

Section 3: For Complaints
Name and title of person(s) who the complaint is against:
Describe the issue/circumstances that have caused your dissatisfaction or concern (additional pages may be attached):

Section 4: For Grievances

List ARP or other policy that is alleged to have be violated:

Person(s) alleged to have committed the violation:

Description of the violation (provide details, additional pages may be attached):

Office of People Relations Only: Grievance Accepted Grievance Not Accepted

Comments:

Section 5: For Appeals

Select which action you are appealing:

Verbal Warning Written Reprimand Suspension Demotion Termination Other

If Other, state the action you are appealing:

Provide your justification for the appeal (additional pages may be attached):

Remedy Requested:

Office of People Relations Only: <input type="checkbox"/> Appeal Accepted <input type="checkbox"/> Appeal Not Accepted	
Comments:	
Section 6: Acknowledgement	
This is to acknowledge that I have reviewed the Grievance / Appeal procedure and understand that I may file an informal Complaint before filing a formal Grievance. (ARP 10.20 for Staff, ARP 10.60 for Faculty)	
_____	_____
Employee Signature	Date
Section 7: Employee & Labor Relations	
_____	_____
Office of People Relations Representative	Date