APPENDIX C: CASCADE GRIEVANCE FORM

Name: _____ Today's Date: _____

INSTRUCTIONS: Cascade has a formal grievance procedure. First, we try to resolve the issue informally; second, we use a formal written grievance, and third we involve Cascade management and/or a hearing. This form may be used by anyone initiate a grievance. Review the full policy found in Cascade Policies, Employee Handbook, or Cascade Customer Handbook.

INFORMAL RESOLUTION: You and the other individual(s) involved are encouraged to resolve your grievance informally.

FORMAL GRIEVANCE: Use this form to submit a written grievance. Submit this form to the supervisor of the person(s) with whom you have the grievance.

GRIEVANCE ESCALATION: If you do not resolve your grievance, you may escalate the grievance. Follow the procedure outline in Cascade Policies and/or the Cascade Customer Handbook.

Please provide the following information:

1. The date(s) of the grievable event. _____

2. What action or conduct constituted the violation and what happened? (Attach additional pages if necessary)
   _____
   _____
   _____
   _____

3. Was there a specific statement of the written law, rule, policy and/or procedure violated?
   _____
   _____

4. The resolution or remedy you want. _____
   _____
   _____

5. _____ _____
   Submitter's Signature Date

For Office Use Only:

Received By: _____ Date Received: _____