

<b>SAMPLE INFORMAL GRIEVANCE DECISION</b>
---

Memorandum

To: Grievant

From: Supervisor

Subject: Informal Grievance Decision

This is in response to your memorandum dated August 30, 20\_\_.(or your oral discussion with me on \_\_\_) in which you presented an informal grievance concerning your workload, your request for a new computer, and the denial of your request for two weeks annual leave in October. My decision on these issues follows:

1. Workload: In your grievance you stated that your workload has grown so heavy that you are unable to complete all your assignments. You fear that because of this you will get a poor performance rating. I have decided that to address this problem we should have you identify the specific assignments you have been unable to complete. Since I do not know at this point which ones are problematic this will enable us to better prioritize your work. After you do so we will meet and decide which work can be postponed or dropped entirely. We will also consider the possibility of hiring temporary help if that is necessary.
2. New computer: At present we do not have money in our budget for this. However, the Administrative Assistant located an excess system that we can obtain at no cost which has several features which your current system lacks. While not “state of the art” it constitutes a considerable upgrade of your present system.
3. Annual leave: I cannot approve your leave for October. As Senior Biologist at [**location**] you have lead responsibility within the Region for the \_\_\_ Project. During the period you requested leave the \_\_\_ Project Conference will be held in [**location**]. The purpose of the conference will be to develop a Service-wide policy on the \_\_\_ Project. You are the only employee familiar enough with the Project to represent Region 1's interests at this conference.

If you are dissatisfied with this decision you may present your grievance under the formal procedures to the Regional Personnel Office within five (5) days from the date of this decision (or 15 days in the case of a reprimand or suspension). You may call the Employee Relations Specialist at [**telephone number**] for assistance concerning formal grievance procedures.