

**EXHIBIT B**

**REQUEST FOR NON-FACULTY  
GRIEVANCE HEARING**

(Complete and sign form, attach supervisor's summary of employee/supervisor conference, and deliver to Executive Director of Human Resources/Affirmative Action; send copy to supervisor.)

Date: \_\_\_\_\_

TO: Executive Director of Human Resources/Affirmative Action

FROM: (Employee Name)

I request a hearing in accordance with the university non-faculty grievance policy because:

\_\_\_\_\_ acceptable resolution of the earlier problem has not been provided

\_\_\_\_\_ the supervisor's summary (attached) is not accurate

\_\_\_\_\_ the supervisor's summary of supervisor/employee conference held on (date)

\_\_\_\_\_ has not been provided (attach copy of original complaint)

\_\_\_\_\_ the objectionable treatment or behavior has continued following the supervisor/employee conference

\_\_\_\_\_ I believe retaliatory action has been taken against me as a result of my complaint

Employee Signature: \_\_\_\_\_

Received by: \_\_\_\_\_ Date \_\_\_\_\_

xc: Supervisor of Grievant