



GRIEVANCE MEMORANDUM

STEP I

TO: _____ (Name) _____ (Title) _____ (Campus)

FROM: _____ (Name) _____ (Title) _____ (Campus)

SUBJECT: Formal Grievance Pursuant to Article XXIV, Grievance Procedures of the UHPA/BOR Agreement

A. DATES

- 1. Date(s) grievance occurred: _____, _____ or continuing .
2. Date Grievant became aware of grievance: _____
3. Date(s) of attempts at informal resolution & person(s) discussion held with: (See attempts of Faculty to Resolve Grievance Informally.)

_____ ; _____
(Date) (Person) (Date) (Person)
_____ ; _____
(Date) (Person) (Date) (Person)

B. STATEMENT DESCRIBING EVENTS OR CIRCUMSTANCES GIVING RISE TO THE GRIEVANCE:

See attached page(s) for statement.

C. REQUESTED REMEDY:

REPRESENTATION DURING FORMAL GRIEVANCE:

- I am requesting the University of Hawaii Professional Assembly (UHPA) to assist and represent me in this grievance.
 I am pursuing this grievance without intervention of the University of Hawaii Professional Assembly (UHPA) at this time.

_____ (Signature of Grievant or UHPA Representative) _____ (Date)

RECEIPT OF STEP I GRIEVANCE:

RECEIVED BY: _____ (Signature & Title) _____ (Date)