



## Grievance Petition

Pursuant to Loyola University Maryland's Grievance Policy 8.18.4, a Grievance Petition may be submitted after exhausting informal resolution steps or may be filed immediately if the respondent is a direct report to the president.

This Grievance Petition:

- Requests that the Chair of the Grievance Panel establish a Hearing Committee to review the grievance.
- Attests that my division vice president (or president's designee) and the associate vice president for human resources have been informed of the grievance.
- Attests that informal methods for resolving the grievance as set forth in Section 8.18.4 have been exhausted.
- Attests that the grievance is within the scope of review of the grievance policy as described in Section 8.18.2.

❖ **This petition reports: (please select all that apply)**

- violation of university policies or regular practices
- misinterpretation of university policies or regular practices
- misapplication of university policies or regular practices

**Name of the Complainant:** \_\_\_\_\_

Department: \_\_\_\_\_ Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_ Today's Date: \_\_\_\_\_

**Name of the Respondent:** \_\_\_\_\_

Department: \_\_\_\_\_

Relationship of the Accused to the Complainant (manager, co-worker, client, etc.): \_\_\_\_\_



**Were there any witnesses to this specific event? (If yes, please provide their full names.)**

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**Is there any physical evidence that supports your complaint? If so, please describe or attach a copy of the evidence.**

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**What relief are you seeking through this grievance?**

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The information provided in this complaint is true and correct to the best of my knowledge. I am willing to cooperate fully in the investigation of my complaint and provide whatever evidence Loyola University deems relevant.

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

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

*Please return this form to the Grievance Panel Chair and/or the Director of Employee Relations and Organizational Development*