

**Colby Community College**  
**Formal Grievance Form for Faculty and Staff**

**Contact Information**

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
Home Phone Number

\_\_\_\_\_  
Department

\_\_\_\_\_  
Office Telephone Number

**Reason for Grievance**

- ☐ Sexual Harassment /  
Discrimination
- ☐ Appeal of Reprimands
- ☐ Appeal of Disciplinary  
Actions

- ☐ Arbitrary, Capricious, or  
Oppressive Treatment  
pertaining to application of  
benefits, terms and conditions  
of employment.

**Details of Grievance**

**Dates of alleged incidents/actions:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Witness(es), if any:**

\_\_\_\_\_  
Witness One

\_\_\_\_\_  
Witness Two

\_\_\_\_\_  
Witness Three

**Who is the grievance against?**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Department

\_\_\_\_\_  
Name

\_\_\_\_\_  
Department

Description of Grievance (attach additional information if necessary)	
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[illegible]

What action has been taken?

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Requested action to be taken?
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I, the undersigned, do hereby authorize the designated CCC officials pursuant to the procedures established in Article 11 of the CCC Constitution and Bylaws to conduct inquiries or investigation procedures as needed with respect to the investigation/resolution of this grievance. I understand that information regarding my grievance may be shared with applicable CCC officials in order to acquire sufficient information about the investigation as well as any follow-up activities that may be required relative to CCC's response to my grievance. I also authorize the CCC officials to use whatever information may be obtained with respect to this grievance in any legal or formal grievance proceedings that may involve the issues contained herein. I affirm that I have read the above grievance and that it is true to the best of my knowledge, information, and belief.

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SignatureDate

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Date

Affirmative Action Officer or Designee

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Date

Colby Community College is an Equal Opportunity/Affirmative Action Institution.

PLEASE TAKE COMPLETED FORM TO OFFICE OF VICE PRESIDENT OF STUDENT AFFAIRS.