

## Report of Individual Complaint Grievance Record (Administrator)

Name of individual initiating complaint:	Date:
Department: Job Title:	
Supervisor:	
oupervisor.	
Has the individual followed the proper channel of the Grievance Procedure	e? YES( ) NO( )
That the marriadal renewed the proper endines of the endines of	
What was the individual's complaint?	
That had the manual complement	
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Is it justified?	
Why or why not?	
What was your decision?	
Was the individual satisfied?	
Signed:	
2	
Title:	