



Texas Cooperative
EXTENSION

The Texas A&M University System

Leon County - Texas Cooperative Extension – Form for Problem Solving and Conflict Resolution

To file a grievance, please fill out this form completely and submit it by hand delivery, fax or U.S. mail to the chairperson of the Leon County, Texas Cooperative Extension Leadership Advisory Board. The chair will then call a meeting of the local grievance committee and you will be contacted in a timely manner with the results of this committee. The LAB Chair contact info can be found at <http://leon-tx.tamu.edu>

1. Name of Agrieved Party _____
Address _____
Telephone Number _____
E-mail Address _____

2. Position _____

3. If you will be represented in voicing your grievance, please identify the person representing you.
Name _____
Address _____
Telephone Number _____
E-Mail Address _____

4. Please describe the decision or circumstances causing your grievance and/or the identity of any person who is the subject of this grievance (give specific factual details). (add additional pages if needed)

5. What was the date of the event, decision or circumstance which is the basis of your grievance? _____

6. Please explain how you have been harmed by this event, decision or circumstance. (add additional pages if needed)

7. Please describe any efforts you have made to resolve your grievance informally and the responses to your efforts. (add additional pages if needed)

8. With whom have you communicated about this grievance? _____
Date on which you communicated your grievance _____

9. Please describe the outcome or remedy you seek from this grievance. (add additional pages if needed)

