

**YOUTH SERVICES  
EMPLOYEE GRIEVANCE FORM**

Grievant's Name: \_\_\_\_\_ Unit/Section: \_\_\_\_\_

Date Grieved Event Occurred: \_\_\_\_\_ Date Grievance Filed: \_\_\_\_\_

**STEP ONE**

Grievance Statement: (check one)  written below OR  see attachment

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Relief Sought: (check one)  written below OR  see attachment

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Grievant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

**c: Public Safety Services Human Resources  
OJJ Legal Services  
Regional Director or Assistant Secretary/designee**

**STEP ONE RESPONSE**

Given by: \_\_\_\_\_ Job Title: \_\_\_\_\_

Response is: (check one)  written below OR  see attachment

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

Employee response:

\_\_\_ I am satisfied with the answer to my grievance.

\_\_\_ I am not satisfied with the answer to my grievance and I wish to have it referred to the Second Step.

Grievant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**c: Public Safety Services Human Resources Office  
OJJ Legal Services  
Regional Director or Assistant Secretary/designee**

**(A written response is to be given to employee within seven (7) calendar days following the receipt of the STEP ONE)**

**STEP TWO**

**Step Two Response:**

Given by: \_\_\_\_\_ Job Title: \_\_\_\_\_

Response is: (check one)  written below OR  see attachment

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\_\_\_\_\_ Date: \_\_\_\_\_  
Regional Director or Assistant Secretary/designee signature:

Employee response:

\_\_\_ I am satisfied with the answer to my grievance.

\_\_\_ I am not satisfied with the answer to my grievance and I wish to have it referred to the Third Step.

Grievant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

**c: Public Safety Services Human Resources Office  
OJJ Legal Services  
Regional Director or Assistant Secretary/designee**

**(A written response is to be given to employee within 14 calendar days after receipt of the STEP TWO.)**

**STEP THREE**

**Decision of appointing authority or designee:**

Response is: (check one)  written below OR  see attachment

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Deputy Secretary/ designee: \_\_\_\_\_ Date: \_\_\_\_\_

**c: Public Safety Services Human Resources Office  
 OJJ Legal Services  
 Regional Director or Assistant Secretary/designee**

**(A written response is to be given to employee within 21 calendar days after receipt of the STEP THREE)**