



Employment Dispute Form

The University recognizes that employment disputes arise in the workplace. Disputes may involve the interpretation and/or application of workplace policy, practice or procedure; or a disagreement arising from working relationships or working conditions. Staff and management are encouraged to seek informal resolution of such disputes. The Office of Human Resources, Consulting Services (614-292-2800), assists parties in reaching a resolution. In the event such efforts are not possible, not practical or unsuccessful, an employee may pursue resolution through the dispute and complaint resolution process.

Section A. Departmental Review

I. Employee Information

Employee's Name: _____ Employee ID Number: _____

Department: _____ Work Phone: _____

Supervisor's Name: _____

II. Dispute

Please explain the nature of the dispute, including date(s) of incident(s) and section(s) of policy you believe have been violated. Also include names of any witnesses who may have information relevant to the dispute. Attach additional sheets if necessary.)

III. Resolution Desired

Employee Signature: _____ Date submitted to supervisor: _____

IV. Department Response: Issue resolved? Yes No

Supervisor/Department Head Signature: _____ Date returned to employee: _____

Employee Signature: _____ Date: _____

Section B: University Review

In the event resolution was not reached at the departmental level, the employee may request a panel hearing at the University level. This form must be submitted to the Office of Human Resources, Consulting Services, within 14 calendar days of receipt of the department's response.

I. Reason why department's response is unsatisfactory:

Employee Signature: _____ Date: _____
Date submitted to Office of Human Resources, Consulting Services: _____

II. Panel Hearing

Panelists: _____ Human Resources Consultant: _____
1. _____
2. _____ Date of hearing: _____
3. _____

Final Decision:

Date recommendation submitted to Associate Vice President for Human Resources: _____

Associate Vice President's Decision:

Office of Human Resources, Consulting Services
1590 North High Street, Suite 300, Columbus, Ohio, 43201-1189, 614-292-2800