



Grievance Form

A grievance is defined as a complaint or a concern for any reason. The grievance process is initiated if the issue is not resolved through the SunServe inquiry process and it is based on the belief that a SunServe employee has not adhered to a written policy, protocol, procedure, administrative rule or statute.

Please use this form to document the specific details of your grievance providing as much detail as possible. Also include the specific resolution that you are seeking. If the inquiry request form you completed and the inquiry process accurately summarizes the complaint or concern you are now following as a grievance, you do not have to restate the complaint on this form. However, you must sign and date this form in order to have a record of when the grievance is filed.

Mark one:

- Please use the information as stated on the inquiry request form I previously completed.
- I have described my grievance below.

Signature _____ Printed Name _____

Phone _____ Date _____