



**Woods Hole Oceanographic Institution
Human Resources Office**

REQUEST TO CONVENE GRIEVANCE COMMITTEE

The Woods Hole Oceanographic Institution maintains a Grievance Procedure to review complaints regarding terms of employment and working/academic conditions. However, this procedure does not apply to complaints arising from personal problems with other employees/students or compensation. In addition, because employment at the Institution is at will, employees may not utilize the grievance procedure to claim any right of continued employment at the Institution. Similarly, Joint Program students may not use the grievance procedure to claim any rights of continued participation in the Joint Program.

Establishing a Grievance Committee is one of the last steps of the Grievance Procedure. Generally, an employee or Joint Program student with a complaint that is within the scope of the procedure is expected to discuss the complaint first with his or her supervisor or advisor. If that does not resolve the matter, the individual is generally expected to discuss the matter with his or her Department Chair/Manager. In any case, the employee/student can discuss the complaint with the Ombuds person to attempt an informal resolution to the matter before requesting the convening of a Grievance Committee. Alternatively, the individual may contact the Human Resources Manager/EEO Officer to consider and/or pursue formal avenues of resolution.

To enable the Human Resources Manager/EEO Officer to determine whether it is appropriate to organize a Grievance Committee, as well as to assist the Grievance Committee in the event that a determination to establish one is made, any individual requesting the convening of a Grievance Committee must do so by completing this form and submitting it to the Human Resources Manager/EEO Officer. If it is determined that a Grievance Committee is appropriate, the Human Resources Manager/EEO Officer's receipt of the completed form will begin the one-month period during which the Grievance Committee is to convene, investigate the complaint, and report to the President and Director. Of course, this one-month period is subject to extension in the event of unforeseeable delay.

Name:		Job Title:	
Immediate Supervisor:		Dept. Chair/Manager:	

2. State in full your complaint concerning terms of employment and working/academic conditions. Attach additional pages, if necessary.

3. State what action you recommend the Institution consider to remedy the complaint.

4. Have you discussed the complaint fully with both your supervisor or advisor and your Department Chair/ Manager?

Yes No

5. If your answer to Question #4 is yes, state in full the response from each level of management to any and all aspects of your complaint. If your answer to Question #4 is no, state which, if any, level of management you have consulted and why you did not present the complaint to both levels.

6. Have you discussed the complaint with the Human Resources Manager/EEO Officer?
Yes No

7. If your answer to Question #6 is yes, state in full the Human Resources Manager/EEO Officer's response to any and all aspects of your complaint. If your answer to Question #6 is no, state why you have not discussed the matter with the Human Resources Manager/EEO Officer.

The above statements are true to the best of my knowledge.

Employee Signature

Date

Received by Human Resources Manager/EEO Officer on: _____

Human Resources Manager/EEO Officer

Date

***Should you require assistance in the interpretation
of this procedure, please contact your Employment Services Specialist.***