

Standing Rock Sioux Tribe  
Employee Formal Grievance  
(THIS FORM MUST COMPLETELY BE FILLED OUT)

<b>(B1)</b> Name of Grievant (Print):  Job Title:  Date of Hire:	<b>(B3)</b> Work Phone: Cell/Home Phone: Work email: Personal email:		
<b>(B2)</b> Mailing Address:	<b>(B4)</b> Immediate Supervisor:  Director:  Today's Date:		
<b>(B5)</b> <u>Date</u> , <u>Time</u> , and <u>Place</u> of event leading to grievance:	<b>(B6)</b> Date you became aware of event: <i>(if different)</i>		
<b>(B7)</b> Detailed description of grievance including name of other persons involved in any, please identify what policy violations you feel happened <i>(use additional paper if necessary)</i> :          			
<b>(B8)</b> Proposed Solution to Grievance <i>(use additional paper if necessary)</i> :          			
<b>(B9) Grievant:</b> File a copy of this form with your immediate supervisor & retain a copy for your record (if necessary) You are to make a copy and give a copy to the party you are filing a grievance against. The grievant has the responsibility to attempt to reach a resolution through informal discussion. If resolution does not happen, step four (4) can be requested to take place. <i>(please refer to attached instruction sheet)</i>			
<b>Step</b>	<b>Grievance Copy Given to (Print Name):</b>	<b>Date</b>	<b>Grievant Signature</b>
1			
2			
3			
4	Human Resource Department		HR Staff:

## Grievance Procedure

A grievance is a formal complaint made by an employee to (1) Protest a treatment or action s/he believes is unfair, discriminatory, or improper or (2) protest an action when s/he believes a mistake has been made in the administration, application, development or interpretation in policy or procedure of Title XVIII or XXVII of the Standing Rock Sioux Tribe Code of Justice or Personnel Policy & Procedure manual. It does not include dismissals, transfers, demotions, or suspensions.

### **Instructions for Employee submitting a Grievance (the Grievant)**

1. When a formal grievance is filed, all the information requested on the form must be provided, this also includes names of other (all) persons involved in the act, omission, occurrence. This assist all necessary parties are reviews the correct facts pertaining to the incident in question.
2. Review all applicable law, policies, procedures, and contracts to fully understand what rules or actions the party has violated.
3. Resolution Conference (First level resolution): An attempt to resolve all issues without the Grievance Committee should always be made. This enables a quicker solution to allow the Program/Department to return to normal operation/productivity as soon as possible and not hinder the performance of the program. Refer to the “Steps”
  - Step One (1):** File and address with Immediate Supervisor (*if no resolution go onto the next step*).
  - Step Two (2):** File with Director (*if not Immediate Supervisor*)
  - Step Three (3):** File with either; Chief Administrative Officer or Executive Director to meet and attempt a resolution with all parties.
  - Step Four (4):** File with the Human Resource Office to request a Grievance Committee.
4. All steps should be attempted within Five (5) work days from date of incident listed on the first page. However, at least one attempt must be made with the Program/Department Director to allow the Director the opportunity to resolve the problem and ensure it was communicated to the Director. (*This attempt is validated via signature on first page.*)
5. If the Grievance Committee is convened, the solution of the committee is binding and must be delivered/acted upon.
6. The grievant is responsible for maintaining copies of the documentation s/he provided at the filing of each step including any added attachments of all responses when submitting the grievance through all the Steps.

### **Instructions for All Parties (Employee and Management)**

1. All Parties may consult with and receive assistance from the Tribes personnel office. Contact information is (701) 854-3826 or [personnel@standingrock.org](mailto:personnel@standingrock.org).
2. A formal grievance must be filed for the grievance committee hearing within five (5) working days following the origin of the grievance. Every effort should be made to resolve the grievance informally during this five work day deadline.
3. Once the Grievant file with the Human Resource Office, the Human Resource Manager will notify both parties involved via letter with a date the Committee is willing to convene to hear the matter.