

**Step 1**

**Reply to Employee Grievance  
Immediate Supervisor**

Supervisor's Decision

Supervisor's Signature:

Date:

Employee Answer

**Note:** Explain fully why you do not accept the above Response/Decision.

- I accept the answer to my Grievance.
- I do not accept the answer to my Grievance and will refer it to the next step.

Grievant's Signature:

Date: