

# Constituent Grievance Form

Iowa Valley Community College District  
Marshalltown • Ellsworth • Grinnell • Continuing Education

*This form should not be used for giving the College feedback or for general complaints.*

- Ellsworth Community College     Marshalltown Community College  
 IV Grinnell     IVCCD Continuing Education

*Please type or print. Upon completion, please submit this form to the Provost of the College or Vice-Chancellor of Education and Training. The constituent grievance form should be completed by the constituent and should include a written summary of the situation and a proposed resolution.*

Date of meeting with employee \_\_\_\_\_ Date of filed grievance form \_\_\_\_\_

Name \_\_\_\_\_ Email \_\_\_\_\_  
Last - First - Middle Initial

Address \_\_\_\_\_  
PO Box/Street - City - State - Zip Code

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

According to IVCCD Board Policy 802, the written grievance is to be resolved through the following steps:

1. The constituent is expected to make every reasonable effort to resolve the problem with the specified District employee/department, including meeting in person with the employee(s).
2. If no solution is reached between the constituent and the employee/department, the constituent may submit a grievance form. The grievance form must be submitted to the appropriate Unit Head or to his or her designee within 10 business days of the most recent meeting with the employee/department. The Unit Head (or designee) will review the grievance form, which may include meeting with the employee/department, and contact the constituent to discuss the grievance and/or schedule a meeting. Every attempt will be made for a timely resolution not to exceed 30 days of Unit Head receipt of the grievance, unless the specific details of the grievance warrant extended review. If such circumstances occur, the Unit Head or designee will communicate the reason for such delay to both the employee/department and constituent. The Unit Head (or designee) will make every attempt to resolve the grievance to the satisfaction of all parties involved, and will issue a written resolution statement to all parties.
3. If the resolution statement is not satisfactory to the constituent or to the specified employee/department, the grievance will be forwarded within 5 business days of the Step 2 decision to the IVCCD Chancellor. The decision of the Chancellor is final and ends the grievance process.

In the space below and on the next page, provide all relevant details and attach any documentation in support of your grievance. Please indicate and document the alleged violation, misinterpretation, or misapplication of IVCCD Board policies, and/or any rules and regulations violated; and/or any unfair treatment by an IVCCD; and/or any contractual relationship that has been breached. Use additional sheets if necessary.

**My signature indicates that I declare all statements made herein and any attachments are true and correct to the best of my knowledge and belief. I hereby authorize all IVCCD officials to conduct whatever investigations may be necessary in considering this request.**

Constituent Signature \_\_\_\_\_ Date \_\_\_\_\_

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**FOR OFFICE USE**

Received \_\_\_\_\_ Date \_\_\_\_\_ Handled by \_\_\_\_\_

Description of Resolution: