

**TOWN OF VIENNA, VIRGINIA  
EMPLOYEE GRIEVANCE  
Form A**

Employee:	Department:
<b>NATURE OF GRIEVANCE</b>	
Date of verbal presentation to supervisor:	

<b>STEP ONE, EMPLOYEE-SUPERVISOR</b>	
Date form given to supervisor:	
Supervisor's reply:	
Supervisor's Signature:	Date:
<input type="checkbox"/> Check this box if you wish to advance your grievance to the second step of the grievance procedure	
Employee's Signature:	Date:

<b>STEP TWO, EMPLOYEE-DEPARTMENT HEAD</b>	
Date form given to department head:	Date of second step meeting:
Department Head's reply:	
Dept. Head's Signature:	Date:
<input type="checkbox"/> Check this box if you wish to advance your grievance to the third step of the grievance procedure	
Employee's Signature:	Date:

<b>STEP THREE, EMPLOYEE-TOWN MANAGER</b>	
Date form given to	Date of third

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Town Manager:	step meeting:
Town Manager's reply:	
Town Manager's Signature:	Date:
<input type="checkbox"/> Check this box if you wish to advance your grievance to advance the grievance to a panel hearing.	
Employee's Signature:	Date:

<b>TOWN MANAGER'S DETERMINATION OF QUALIFICATION FOR PANEL HEARING</b>	
Having reviewed the above grievance, it is my determination that this grievance <input type="checkbox"/> does <input type="checkbox"/> does not qualify for a panel hearing.	
<b>REASON:</b>	
Town Manager's Signature:	Date:

<b>EMPLOYEE'S REQUEST FOR APPEAL OF THE ABOVE DETERMINATION TO THE CIRCUIT COURT</b>	
In instances where the Town Manager determines that a grievance does not qualify for a panel hearing, the employee may appeal to the Circuit Court.	
<input type="checkbox"/> Check here if you wish to appeal the Town Manager's determination and return to the Town Manager within five working days. The Town Manager is responsible for forwarding Form A and any exhibits to the Clerk of the Circuit Court within five working days of receipt of request. A copy of all materials sent to the Court shall be simultaneously forwarded to the employee.	
Employee's Signature:	Date: