



707 NE Couch St
Portland, OR 97232
503-233-6090 (main line)
503-542-4623 (confidential fax)

FORMAL INTERNAL GRIEVANCE CONFLICT RESOLUTION REQUEST

To: Dennis Morrow, Executive Director

I have read Janus Youth Programs' Conflict Resolution Policy (Employee Guidebook, Section XI), and am hereby filing a Formal Internal Grievance in an effort to resolve my concern(s).

The act or omission which I feel is a problem _____

The date(s) the act(s) or omission(s) alleged occurred: _____

The circumstances which created the grievance: _____

The specific remedy sought (what will resolve this concern?) _____

Employee Signature

Date

(Please print name here)

Cc: Human Resources Dept.