



**Town of Halifax
Wage and Personnel Board
499 Plymouth Street,
Halifax, Massachusetts 02338**

**WAGE AND PERSONNEL
EMPLOYEE GRIEVANCE FORM**

It is the purpose of the Grievance Procedure to establish a method whereby grievances of employees will be resolved fairly and effectively. The filing of a grievance will in no way prejudice the status of the employee. Please see the Wage and Personnel By-law for a full description of the procedure (Section §35-11)

EMPLOYEE: _____ DATE: _____

DEPARTMENT: _____ JOB TITLE: _____

STATEMENT OF GRIEVANCE (Background/activity leading to complaint, including dates):

Attach any evidence/documentation to support this grievance.

REMEDY REQUESTED: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

Date Department Head was notified: _____
(Please attach response)

Date Wage and Personnel were notified _____
(Please attach response)

Date Board of Selectmen were notified: _____