

## Problem Solving Procedure for Managerial, Professional, Supervisory and Confidential (MPSC) Personnel

Name \_\_\_\_\_ Title \_\_\_\_\_  
Department \_\_\_\_\_ Unit \_\_\_\_\_  
Campus \_\_\_\_\_ Telephone # \_\_\_\_\_  
E-mail \_\_\_\_\_

I am requesting a Step 1 Problem Solving meeting for the following:

To grieve disciplinary action issued on \_\_\_\_\_  
(date)

To allege a violation of Rutgers Policy or administrative regulation with respect to conditions of employment. The administrative policy or administrative regulation alleged to have been violated is as follows: \_\_\_\_\_. This alleged violation occurred in the following manner:

An initial discussion attempting to resolve the matter was held with \_\_\_\_\_ on \_\_\_\_\_  
(name)  
\_\_\_\_\_  
(date)

This discussion did not resolve the matter, therefore I am requesting a Step 1 meeting.

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

My representative \_\_\_\_\_ will  will not  be present at the meeting.  
(name)

**Submit this form to the individual who took the disciplinary action or who is alleged to have violated the identified Rutgers Policy.**

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### Step # 2 Meeting Request

TO: \_\_\_\_\_  
(Next Level of Supervision)

DATE: \_\_\_\_\_

FROM: \_\_\_\_\_  
(Staff Member's Name)

I request a 2<sup>nd</sup> step hearing. Attached is the answer to the Step 1 hearing.

My representative \_\_\_\_\_ will  will not  be present.  
(name)

\_\_\_\_\_  
(Signature of Staff Member)

Attachment

cc: Office of Workplace Culture

## Problem Solving Procedure for Managerial, Professional, Supervisory and Confidential (MPSC) Personnel

### Step # 3 Meeting Request

TO: **Office of Workplace Culture**

DATE: \_\_\_\_\_

57 US Highway 1  
New Brunswick, NJ 08901-8554

FROM: \_\_\_\_\_  
(Staff Member's Name)

Please arrange a meeting with the Senior Vice President for Human Resources or his or her designated representative to review my grievance.

My representative \_\_\_\_\_ will  will not  be present.  
(name)

The problem has been reviewed in accordance with the two previous steps of this procedure as outlined in the University Policy Library. Attached are the reports of the two previous steps.

\_\_\_\_\_  
(Signature of Staff Member)



University Human Resources

## Problem Solving Procedure for Managerial, Professional, Supervisory and Confidential (MPSC) Personnel

### Step # 4 Meeting Request

TO: **Office of Workplace Culture**

DATE: \_\_\_\_\_

57 US Highway 1  
New Brunswick, NJ 08901-8554

FROM: \_\_\_\_\_  
(Staff Member's Name)

My grievance has been reviewed in accordance with the three previous steps of this procedure as outlined in the University Policy Library.

My representative \_\_\_\_\_ will  will not  be present.  
(name)

The question to be posed to the fact finder:

\_\_\_\_\_  
Signature of Staff Member