

**APPENDIX C**

University of Central Florida Board of Trustees/United Faculty of Florida

**GRIEVANCE FORM – STEP 1**

(Deliver to Academic Affairs – Millican Hall 331 or email to [CCAS@ucf.edu](mailto:CCAS@ucf.edu))

I. This grievance was received by the University on \_\_\_\_\_ (date).

Delivered by (check one):

\_\_\_\_\_ personal delivery;

\_\_\_\_\_ certified or registered return receipt requested mail;

\_\_\_\_\_ fax - original document containing grievant's & grievance representative's signature

(if applicable) must be received by CCAS as soon as possible;

\_\_\_\_\_ other (please specify: \_\_\_\_\_).

**GRIEVANT**

**GRIEVANCE REPRESENTATIVE**  
(if elected by grievant as per Section III)

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Mailing address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

email: \_\_\_\_\_

email: \_\_\_\_\_

College &  
Department: \_\_\_\_\_

College &  
Department: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If grievant is represented by the UFF or legal counsel, all university communications should go to the grievant's representative unless otherwise agreed to in writing by the grievant and grievant's representative.

**II. GRIEVANCE**

Article(s) and Section(s) of the Agreement allegedly violated (If necessary, attach additional page):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Statement of grievance (must include date of acts or omissions complained of). Be specific and include as much detail as possible to clarify the issues. Use additional sheets of paper if necessary and attach supporting documents.

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Remedy Sought (Please attach additional sheets of paper, if necessary):

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III. AUTHORIZATION

I will be represented in this grievance by: (check one - representative must sign on appropriate line):

UFF \_\_\_\_\_  
 Legal Counsel \_\_\_\_\_  
 Myself \_\_\_\_\_

I (do)\_\_\_\_\_ (do not)\_\_\_\_\_ want a postponement for up to 30 days to seek informal resolution of this grievance.

*I UNDERSTAND AND AGREE THAT BY FILING THIS GRIEVANCE, I WAIVE WHATEVER RIGHTS I MAY HAVE UNDER CHAPTER 120 OF THE FLORIDA STATUTES WITH REGARD TO THE MATTERS I HAVE RAISED HEREIN AND UNDER ALL OTHER UNIVERSITY PROCEDURES WHICH MAY BE AVAILABLE TO ADDRESS THESE MATTERS.*

\_\_\_\_\_  
Signature of Grievant  
(Grievant must sign if grievance is to be processed.)

The Step 1 decision shall be transmitted to grievant's Step 1 representative by personal delivery with written documentation of receipt, via email, or by certified mail, return receipt requested. A copy of this decision shall also be sent to the UFF grievance representative if grievant elected self-representation or representation by legal counsel.