Ranger College Employee Grievance Form

In order to initiate formal grievance procedures this form **must filled out in its entirety. Please** submit this form to your immediate supervisor or to the office of Human Resources-Delinda Spencer, email: dspencer@rangercollege.edu or in person at her office in the Administration Building, Ranger College, 1100 College Circle, Ranger, TX 76470. Please refer to the Grievance Policy in the appropriate handbook which can be accessed electronically at: [http://www.rangercollege.edu/hr.html](http://www.rangercollege.edu/hr.html)

**The Information Below is REQUIRED:**

Full Name:

Primary Location (campus/center):

Address:

Telephone:

Email:

Date:

Nature of Grievance: (please check):    ___Informal    ___ Formal

___ Discrimination    ___ Instruction    ___ Other: ________________

Summary of Grievance: (please include the names of those involved in this grievance, the date, time and location of any specific incidences – use additional pages if necessary)

Please list any informal steps you have already taken to resolve this issue:

Completed form should be submitted to your immediate supervisor or to the office of Human Resources-Delinda Spencer, email: dspencer@rangercollege.edu or in person at her office in the Administration Building, Ranger College, 1100 College Circle, Ranger, Texas 76470.