



# SRI VENKATESWARA DENTAL COLLEGE & HOSPITAL

(A unit of VELS Group, Pallavaram)



## GRIEVANCE FORM

Employee Information		
Employee's Name:	Job Title:	Department:
Employee No:	Phone No:	Mailing Address:
Grievance Information		
Date of Occurrence:  _____	Have you discussed this issue with your supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No	Supervisor's Name:
<b>Note: Action Must be within 10 days of filing</b>	Date(s) of discussion: Response:	Supervisor's Phone No:
<p><b>Issue of Grievance:</b> (Please read the list of issues that are not grievable on the back of this form)</p> <p>List specific problem(s)/issue(s): Example: Abusive Language, Harassment etc.</p> <p>_____</p> <p>For clarification of the issues of your grievance, please provide statements regarding the unfavorable employment decision/condition which is the subject of this grievance. (Describe what happened, when and where, how your employment has been affected, and indicate names of others involved. Attach any supporting documentation.)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p><b>Relief Requested:</b> Indicate the action(s) that would resolve your grievance.</p> <p>_____</p> <p>_____</p>		

My signature indicates that the information contained on this form and attachments to this form are true and factual to the best of my knowledge.

\_\_\_\_\_

Date

\_\_\_\_\_

Employee's Signature

For Office Use

\_\_\_\_\_

Date Received

Complaint no

\_\_\_\_\_

Signature of Member, GC, SVDCH

Note: Grievance is officially filed and treated highly confidential once this form is received by the Grievance committee (GC)



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**Non-Grievable Issues for Employees**

The following issues are not eligible for Employee Grievance Procedure.

1. Performance responsibilities, expectations, and evaluations.
2. Temporary work assignments.
3. Budget and organizational structure, including the number or assignments of positions in any organizational unit.
4. The selection of an individual to fill a position, unless it is alleged that the selection is in violation of Recruitment policy.
5. Termination, demotion, reassignment, layoff from duties because of lack of work, or other actions resulting from a reduction in the work force.
6. Salary expectations, leave concerns.

If the subject of your grievance is related to any of the areas listed above, your grievance cannot be processed through the Employee Grievance Procedure.

For Assistance

Contact: Dr. Ganesh, Member, Grievance committee, SVDCH. Email: [info@svdentalcollege.com](mailto:info@svdentalcollege.com)

Mail: Download this form in [www.svdentalcollege.com](http://www.svdentalcollege.com) and mail to [info@svdentalcollege.com](mailto:info@svdentalcollege.com)