



nevada**works**

Coordinating Workforce Development for Northern Nevada

Grievance/Complaint Informal Resolution Form

Informal Conference Date: _____ **Grievance/Complaint ID#:** _____

Complainant Name: _____

Complainee Name: _____

Statement of Issues: (Confirm information listed on Notification of Grievance or Complaint NW-29)

Summary of Proposed Settlement Agreement: (Requires mutual understanding and agreement upon terms and conditions)

The informal resolution process has concluded successfully, and a settlement agreement has been reached. All parties shall conduct themselves in accordance with the settlement agreement as listed above and all parties shall consider the matter resolved.

Complainant Signature

Date

Complainee Signature

Date

The informal conference was unsuccessful in attaining a resolution. A formal resolution hearing date has been scheduled for _____ at _____ a.m./p.m. at the following location:

Complainant Signature

Date

Complainee Signature

Date