



nevadaworks

Coordinating Workforce Development for Northern Nevada

Notification of Grievance or Complaint

For the purposes of Nevadaworks grievance policy, the individual/entity filing the grievance or complaint will be referred to as Complainant. The Complainee is the one who is complained about; the subject of the complaint. The grievance or complaint shall include the basis upon which the review is sought as it relates to services, working conditions, wages, or work assignments and include the desired resolution. Please review Nevadaworks Grievance Policy NWP-4904.

Today's Date: _____ Date(s) Grievance Occurred: _____

Complainant Full Name: _____

Telephone Number: _____ Email Address: _____

Mailing Address: _____

Complainee Name: _____

Telephone Number: _____ Email Address: _____

Mailing Address: _____

Explain as clearly and concisely as possible the grievance/complaint. Provide what happened, who was involved, and why a grievance/complaint is being filed. Attach any documentation related to this grievance/complaint.

Please list any persons (witnesses or others) and their contact information that may be available to offer additional information to support or clarify this complaint.

Name	Address	Telephone Number

What remedy or resolution is being sought to resolve this complaint? (Required)

Complainant Name (Print)

Date

Complainant Signature (Required)

Form can be submitted to: Case Manager; **OR**
Service Provider; **OR**
EEO Officer, Nevadaworks, 6490 S. McCarran Blvd., Bldg. A, Ste. 1, Reno, NV 89509-6119