

**WIGUT (Jamaica) COMPLAINT INITIATION REPORT**

CASE NO. \_\_\_\_\_

**Member's Name:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Position held:** \_\_\_\_\_

**Level:** \_\_\_\_\_ **Length of Contract:** \_\_\_\_\_

**Date of First Employment:** \_\_\_\_\_ **Termination Date:** \_\_\_\_\_

**Allegations Against:**

- |                                 |                          |            |                          |
|---------------------------------|--------------------------|------------|--------------------------|
| Colleague                       | <input type="checkbox"/> | Dean       | <input type="checkbox"/> |
| Head of Department/Section/Unit | <input type="checkbox"/> | Registrar  | <input type="checkbox"/> |
| Appointments Committee          | <input type="checkbox"/> | Bursar     | <input type="checkbox"/> |
| Campus                          | <input type="checkbox"/> | University | <input type="checkbox"/> |
| Other                           | <input type="checkbox"/> | _____      |                          |

Has there been a previous grievance or complaint? \_\_\_\_\_ If yes, please

indicate nature if related to current complaint : \_\_\_\_\_

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**Nature of Current Complaint:**

- Violation of terms and conditions of service
- Unreasonable or unjustifiable grounds for denial of tenure
- Unreasonable or unjustifiable grounds for denial of crossing the merit bar
- Unreasonable or unjustifiable grounds for dismissal
- Action violating established procedure(s)
- Cruel and unreasonable behaviour
- Violation of the Jamaican Labour Code

**Evidence Substantiating Allegations (Complainant must supply the following)**

- a) Correspondence
- b) Witnesses

**Give narrative of complaint.**

If more space is needed, please attach additional sheets of paper.

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I hereby request WIGUT to act on my behalf in resolving this matter.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 200 \_\_\_\_ .

\_\_\_\_\_  
Signature of Member

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**FOR OFFICAL USE ONLY**

Date received by WIGUT \_\_\_\_\_ Received by: \_\_\_\_\_

Membership Status: \_\_\_\_\_

Action taken: \_\_\_\_\_

\_\_\_\_\_ Date Action taken: \_\_\_\_\_

Person(s) Assigned \_\_\_\_\_

Decision of Union Executive or Proxy

- a) Invoke the Grievance Procedure ( )
- b) Not to invoke the Grievance Procedure ( )

Date resolved: \_\_\_\_\_

Comments: \_\_\_\_\_

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