

METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY



**HUMAN RESOURCES DEPARTMENT**  
Civil Service - Employee Benefits  
404 James Robertson Parkway, Suite 1000  
Nashville, TN 37219

**METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY**

**EMPLOYEE COMPLAINT FORM**

Name \_\_\_\_\_ Department \_\_\_\_\_ Work Phone \_\_\_\_\_

Email \_\_\_\_\_

Reason for Complaint: \_\_\_ Appeal of Disciplinary Process/Grievance\*\* \_\_\_ Application/Hiring Process\*\*

\_\_\_ Promotional Process\*\* \_\_\_ EEO \_\_\_ Leave Issues

\_\_\_ Other (Describe) \_\_\_\_\_

Briefly State Your Complaint \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Are any documents relevant to the complaint attached? \_\_\_ Yes \_\_\_ No

If "Yes," Briefly Describe: \_\_\_\_\_

What remedy are you seeking? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

Name of Manager/HR Coordinator

\*\* Civil Service Rules/Policies – Deadlines Apply to Appeals of Application Process, Promotional Process, Disciplinary Appeals and Grievances.