

**ILLINOIS STATE UNIVERSITY
CIVIL SERVICE PROBLEM RESOLUTION SYSTEM**

DATE _____

NAME _____ CLASSIFICATION _____

LOCATION _____ DEPARTMENT _____

IMMEDIATE SUPERVISOR _____ TITLE _____

INSTRUCTIONS: A formal written statement of a problem may be filed when the matter or difference is still unresolved after discussing it with the immediate supervisor. Complete this form and present it to the supervisor. A copy with the departmental reply will be returned to you.

PROVISION(S) OF EMPLOYEE HANDBOOK WHICH SERVE AS BASIS FOR THE PROBLEM:

DISCUSSED WITH IMMEDIATE SUPERVISOR ON _____
(DATE)

STATEMENT OF PROBLEM:

REMEDY SOUGHT:

DEPARTMENTAL REPLY TO PROBLEM: _____ DATE: _____

BY: _____ TITLE: _____
(DEPARTMENT REPRESENTATIVE)

HUMAN RESOURCE OFFICE RESPONSE TO PROBLEM: _____ DATE: _____

BY: _____ TITLE: _____
(HUMAN RESOURCE REPRESENTATIVE)