



Employee Performance Management System for UAE Federal Government

Complaints and grievances form for Federal Government Employees with “Needs improvement“ performance rating

Private and confidential

Employee name:		Job grade :	
Job title :		Name of director:	
Name of line manager :		Name of HR manager:	
Department :		Date of grievance:	

Step One for employee use

Details of the reasons and supporting documents of the complaint or grievance

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Employee signature

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Step two for line manager use

Outcome of the meeting with the employee

a) If the employee is convinced with the evaluation result, this form is signed by the line manager and the complaint or grievance is classified

Employee signature

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Line manager signature

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b) If the meeting leads to changing the evaluation score, this form needs to be signed by the employee, the line manager and department head or next level manager with details of the reasons. The form will be then sent to the HR director to change the final score

Previous score	Final Modified score	Justifications
Employee signature	Line manager signature	Director/Next level manager signature

c) If no agreement is reached, the employee should raise the grievance to the Director/ Next level manager and set a date for a meeting between him, the HR director and the Director/Next level manager . If the outcome of the meeting include the reevaluation, then the section below should be filled

Previous score	Decision of re evaluation	Justifications
Employee signature	Line manager signature	Director/Next level manager signature

<p>If the result of the meeting confirms the first score and does not allow employee reevaluation, then the last resort would be appealing to the minister or his representative through the director after signing in the next box.</p>	<p>The department director submits the grievance to the Minister or his representative</p> <p>Employee signature</p>

Step Three

Complaining about the decision of the Director/Next level manager to the Minister or his representative

Date of grievance

Director/Next level manager

Decision of the Minister or his representative

Signature
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