NOTICE OF NON-COMPLIANCE FORM PER PETERSBURG PERSONNEL POLICY ARTICLE VII

The purpose of the Non-Compliance Form is to notify the City Manager, City Attorney, Human Resources, and any parties involved in the grievance procedures of a compliance violation. The party not in compliance has five (5) workdays of the receipt of this written notification to correct the compliance violation. Please complete the form below and submit to the City Manager, City Attorney and Human Resources.

Employee:	**Title:**
Supervisor:	**Department:**
Grievance Details (include date):	
Non-compliance Concerns:	
Signature:	**Date:**