

# GRIEVANCE FORM

Dear Employee:

The Company encourages employees to work with their immediate supervisor if an issue arises. However, this form is provided to facilitate communication with the Company should a grievance arise with which you desire upper management's assistance.

Please describe your grievance in detail including dates and names of all persons involved. Attach additional pages if necessary.

\_\_\_\_\_  
Your Name (please print)

\_\_\_\_\_  
Property Name (where you work)

Grievance:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

So that we may contact you, please list a phone number and the best time to reach you:

\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please mail or deliver to:            Jack MacGillivray  
   Monarch Properties, Inc.  
   1720 Louisiana Blvd. NE, Suite 402  
   Albuquerque, NM 87110

Please note that for inquires on routine administrative matters, such as questions concerning office hours, paycheck distributions and employee benefits, you should contact Monarch's general business number (505) 260-4800 during office hours, Monday through Friday, 8:00 a.m. – 5:00 p.m. The Grievance Form should not be used for such inquiries.