

Classified System Personnel Rules & Regulations Covered Employees Grievance Procedures

STEP 1
Within **15** work days of the occurrence of the grieved action the employee must present an original formal written grievance to the agency head or designee.



or

STEP 1 Response
Agency Head Hears and Issues Decision
The agency head will issue a decision within 15 work days

Step 1 Response
Agency Head's Designee Hears and Issues Decision
The designee will issue a decision within 15 work days



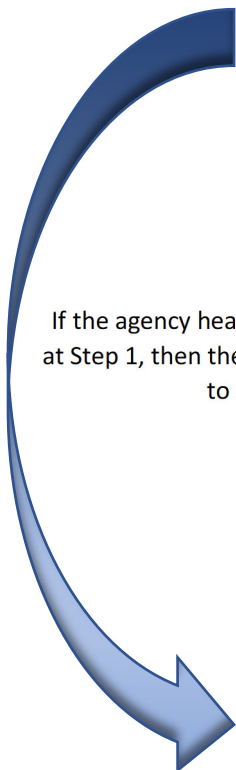
Step 2
The grievant has **10** work days to appeal the decision to the agency head or designee



Step 2 Response
The agency head will issue a decision in writing within 15 work days



STEP 3
The grievant has **5** work days to appeal the agency head's decision to the State Personnel Board by filing the appeal with the DAS- Employee Relations Division



If the agency head issues the decision at Step 1, then the appeal goes **directly** to Step 3