



*"Service with Excellence  
and Integrity"*

## Arkansas Department of Community Correction

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### **ADMINISTRATIVE DIRECTIVE: 08-06 EMPLOYEE GRIEVANCE AND MEDIATION PROCEDURE**

**TO: DEPARTMENT OF COMMUNITY CORRECTION EMPLOYEES**

**FROM: G. DAVID GUNTHARP, DIRECTOR**

**SUPERSEDES: AD 02-04**

**PAGE 1**

**APPROVED: Signature on File**

**EFFECTIVE: March 31, 2008**

- I. APPLICABILITY.** This policy applies to eligible employees of the Department of Community Correction (DCC).
- II. POLICY.** Any eligible employee who presents a grievance in good faith and in a reasonable manner shall be free from restraint, interference, discrimination, or reprisal. The grievance process provides employees with a prompt review, impartial consideration, and an equitable disposition of their grievances. Access to this procedure does not create any expectation of continued employment, but provides an avenue of review and resolution of internal situations. This grievance procedure does not preclude grievants from availing themselves of outside remedies. Each grievant retains the right to file a complaint with the Equal Employment Opportunity Commission or to pursue other legal remedies. (4-ACRS-7E-01 and 7E-07 [P]; 3-3047[P])
- III. DEFINITIONS.**
  - A. Administrator.** A DCC employee who occupies a grade 22-26 classified or grade 99 non-classified positions.
  - B. Alternative Dispute Resolution (ADR).** A mediation process that allows parties to constructively manage conflicts through collaborative problem solving and joint decision making using a neutral (outside DCC) third party mediator assigned by the Arkansas Office of Personnel Management (OPM).
  - C. Equal Employment Opportunity (EEO)/Grievance Officer.** A DCC employee designated by the Director and trained pursuant to guidelines established by the OPM and Governor's Executive Orders to manage DCC employee grievance and ADR processes.

- D. Frivolous Grievance or Complaint.** Of little weight or importance. A grievance or complaint is frivolous when it is clearly insufficient on its face, and does not controvert the material points of the opposite pleading. A claim is frivolous if a proponent can present no rational argument based upon the evidence or law in support of that claim.
- E. Grievance-Eligible Employee.** A DCC employee (other than part-time, temporary, extra help) who has successfully completed his or her latest new hire/rehire probationary period and is not an administrator as defined by this directive.
- F. Grievance.** A written complaint timely submitted on Form 1, Filing a Grievance, by a grievance-eligible employee, hereinafter referred to as grievant, regarding an aspect of his or her employment, including, but not limited to, annual and sick leave, dismissal, suspension, demotion, disciplinary action, compensatory time, acts of discrimination, and working conditions, except compensation and conditions which are beyond the control of DCC management or are mandated by law.
- G. IGRC Hearing.** A meeting of the IGRC members for the purpose of reviewing the facts of a grievance and recommending resolutions to the Director.
- H. Internal Grievance Review Committee (IGRC).** A committee of three (3) DCC employees selected by the EEO/Grievance Officer from a pool of DCC employees designated by the DCC Director, who are trained in accordance with guidelines established by the OPM and Governor's Policy Directive 8.
- I. Senior Local Administrator.** For the purpose of this policy, the senior local administrator is the Center Supervisor, Area Manager, or Central Office Supervisor or Administrator.
- J. State Employee Grievance Appeal Panel (SEGAP).** A three-member panel, established by Governor's Policy Directive 8, to provide a mechanism whereby certain state employees or former state employees may request an external, impartial review of a state agency decision concerning covered grievances which adversely impacts those individuals. Grievances covered under this provision are those concerning unlawful discrimination, termination, suspension without pay, involuntary demotion, and/or failure to award compensatory time.
- K. State Grievance Review Committee (SGRC).** A committee of state employees established to provide a mechanism whereby a state employee may request an external, impartial review of a state agency decision concerning covered grievances which adversely impact the employee. SGRC reviews grievances that are appealed and are not under the purview of the SEGAP, and makes determinations when there is a disagreement between the EEO/Grievance Officer and an employee as to whether a matter under consideration is grievable.
- L. Work Day.** Monday through Friday, excluding holidays.

#### IV. GUIDELINES.

- A. Completion of the Grievance Processes.** Employees are encouraged to discuss problems with their immediate supervisor, when appropriate. However, meetings with the immediate supervisor are not considered a part of the formal grievance process. The DCC portion of the grievance procedure will be completed within twenty-five work days after the initial filing of the grievance excluding the cumulative number of days the grievant has taken to respond at each step. If a grievant or decision making official needs additional time to respond to or render a decision, an extension may be granted upon agreement of the employee and the decision making official. When one party is requesting an extension and the other party does not agree, the EEO/Grievance Officer shall decide the issue. A grievance may be terminated at any stage should an agreement between the parties be reached or if the grievant withdraws the grievance. Once withdrawn, the grievance may not be reopened at a later date. Acceptance of reinstatement and applicable disciplinary action renders the grievance moot and the employee shall not be allowed to continue with the appeal process. The Alternative Dispute Resolution (ADR) procedure will be completed within ten (10) work days after the employee files Form 2, Request for Mediation Process, and it is received by the State Personnel Administrator, unless an extension is agreed to by all parties involved.
- B. Grievances are not Amendable.** Once a grievant submits a grievance in writing, it cannot be amended later.
- C. Representation.** The grievant or the DCC may designate a representative from within or outside the DCC to be present at each step of this grievance procedure, except the initial informal grievance discussion or the initial ADR-Mediation session with the representing supervisor. Grievance hearings and ADR meetings are not, however, open to the public. Any costs associated with personal outside representation at any level of the grievance procedure are the responsibility of the individual requesting the outside representation.
- D. Process Participation.** Except for the initial informal discussion with the supervisor or ADR-Mediation session, witnesses with first hand knowledge of matters relevant to the complaint may present testimony at the request of the grievant and/or management. If the witnesses requested by either party of an internal grievance are so numerous as to cause disruption of agency business or security risks; or if a witness's testimony is not relevant, the EEO/Grievance Officer may disallow part or all of the witnesses. In such case, the EEO/Grievance Officer will notify the requesting party. The requestor may appeal the disallowance of witnesses by supplying additional information in writing within one (1) work day of receiving the notice and the EEO/Grievance Officer will respond as soon as is feasible. Such an appeal will not, however, be grounds for delaying or rescheduling the grievance. For external grievances, the EEO/Grievance officer will submit a list containing the Department and employee's witnesses on the Witness Form to the SGRC/SEGAP Hearing Coordinator. Witnesses which the EEO/Grievance Officer has determined relevant will be present at the hearing. Those determined not relevant by the

EEO/Grievance Officer will be placed on standby. The SGRC/SEGAP will determine the relevance of witnesses called for the committee/panel hearing.

- E. DCC Director Intervention.** The DCC Director may intervene at any point in the Grievance or ADR process if he or she decides that a particular action is necessary to resolve the complaint. The DCC Director may attempt to resolve all matters involving allegations of unlawful discrimination, termination, suspension without pay, involuntary demotion and/or failure to award compensatory time.
- F. Requests for and Submission of Information.** The grievant or the DCC may request relevant information from the EEO/Grievance Officer regarding the grievance. Moreover, the grievant or the DCC may submit relevant information at any and all points in the grievance process. Relevancy of information requested or submitted will be determined by the EEO/Grievance Officer. Employees or their representatives who request documents that are not a part of the official case file will be assessed a copying charge.
- G. Recording and Transcription.** Beginning with the senior local administrator's meeting, described in V.C.1 of this directive, all meetings and hearings shall be recorded by the EEO/Grievance Officer and, if appealed to the SGRC or SEGAP, transcribed and considered part of the grievance file. ADR meetings shall not be recorded. If the ADR option is used, the only documentation shall be a written agreement or a statement which reports an agreement was or was not achieved.
- H. Modification or Waiver of the Grievance Process.** Under special circumstances, the EEO/Grievance Officer has the authority to modify, waive, or otherwise change the grievance procedure in order to fulfill the intent of the process, provided such modifications, waivers, or changes are agreed to by the Director and the grievant. The EEO/Grievance Officer may, with agreement by the grievant, skip any step in the grievance process except at the DCC Director level. The EEO/Grievance Officer shall include the justification for, and details of, any variations from established grievance procedures in the final report to the DCC Human Resources Section (HRS).
- I. Interference with the Grievance Process.** Any grievant or DCC employee who intentionally interferes with, hinders, blocks, or otherwise impedes the processing of a grievance submitted in good faith and in a reasonable manner shall be subject to disciplinary action. Additionally should an employee be determined to have filed a frivolous grievance or complaint, such employee will be subject to disciplinary action.
- J. Failure to Adhere to Grievance Policy.** Any grievant or DCC employee who attempts to delay the resolution or disposition of a grievance by willfully failing to meet any of the deadlines set forth herein shall be deemed to have forfeited any rights to participation and is subject to disciplinary action. The EEO/Grievance Officer will identify any such action and bring it to the attention of the appropriate supervisor.
- K. Communications.** All communications with SEGAP and SGRC regarding grievances will be made through the EEO/Grievance Officer.

**L. EEO/Grievance Officer Responsibilities.** The DCC EEO/Grievance Officer is appointed by the DCC Director to coordinate and facilitate the ADR and grievance processes originating from any area within the DCC. The EEO/Grievance Officer shall impanel the IGRC, as necessary, and serve as its non-voting chairperson, ensure that individuals who are supervised directly or indirectly by the person against whom the grievance is filed do not serve on the IGRC impaneled for that grievance, and provide guidance to other members when necessary. The EEO/Grievance Officer may also serve as a Grievance Officer for a filed grievance and in such capacity represents neither the grievant nor the DCC.

**M. ADR or Grievance Option Limitations.**

1. If the employee selects the ADR option, he or she will not have access to the grievance option. Regardless of the issue, the employee does not have access to the SGRC or SEGAP if the ADR option is selected. Likewise, if the grievance option is selected by the employee, the ADR option will not be available.
2. Unless discrimination based on race, color, sex, age, national origin, religion, and/or disability is alleged, performance evaluations, non-selection for promotion or a lateral transfer, and complaints arising from reductions-in-force (RIF) are not grievable. (A performance evaluation review process is available to employees through guidance found in performance evaluation policy.)
3. Other non-grievable matters include but are not limited to the following:
  - a. Advice and/or counseling provided by the EEO/Grievance Officer and advice by Personnel Administrator and by a State attorney;
  - b. Approved Board of Corrections policies, Administrative Directives, Memoranda, or any departmental policies;
  - c. Matters governed by law, regulations and/or executive orders which are outside the Department's control;
  - d. Non-disciplinary counseling statements (employee file notes) that are used to document a discussion between a supervisor and an employee. These statements can apply to employee job performance, conduct, or both;
  - e. Shift assignments, post assignments, reassignments to other units/divisions;
  - f. Reassignment or suspension with pay pending investigation outcome. However, if an employee is disciplined after the investigation is completed, he or she may appeal the disciplinary action;

**N. Grievance/ADR Determination.** Considering evidence and testimony gathered in accordance with this directive, decision makers will render a determination that upholds the department's action, overturns the department's action, or as circumstances warrant, increases or decreases any disciplinary action in question.

**O. Policy Revision.** The Director may revise the Grievance Procedure subject to approval by the State Personnel Administrator prior to becoming effective.

**V. PROCEDURES.** Employees who believe they have a job-related problem should contact their immediate supervisor for informal discussion of the problem unless the employee is alleging illegal actions on the part of the supervisor, such as sexual harassment. Most problems can be resolved at this point. All grievances, complaints, steps in the procedure and any appeal steps shall be processed through the DCC EEO/Grievance Officer and handled according to the following procedures:

**A. Filing a Grievance and Determination of Grievability.**

1. To Initiate the Grievance or ADR Process. To initiate the grievance or ADR process, the grievant must submit the complaint in writing, using Form 1, to the EEO/Grievance Officer within five (5) work days of occurrence or knowledge of occurrence of the grievable matter. The grievant must articulate in clear and unambiguous terms the facts of the complaint.
2. Determination if a Filed Grievance is a Grievable Matter.
  - a. Request for a Determination from the SGRC.
    - (1) In the event the EEO/Grievance Officer and the grievant are unable to agree whether the complaint is a grievable matter, the EEO/Grievance Officer shall request a determination from the SGRC. by filing information concerning the nature of the complaint with the Administrator of the OPM using the Transmittal for Grievance Determination Form.
    - (2) If necessary, the employee and supervisor may each file a position statement concerning the nature of the complaint. These statements will be attached to the EEO/Grievance Officer's request for determination.
  - b. SGRC Review. Neither the Administrator of the OPM nor any member of the SGRC will make any finding at this stage with regard to the merits of the grievance, but will limit their review strictly to the request for a determination. The SGRC will decide the following:
    - (1) Whether the matter is grievable;
    - (2) Whether the grievant has access to the grievance process; and/or
    - (3) Whether the matter is grievable to the SGRC or SEGAP.
  - c. SGRC Determination. The Administrator of the OPM will report the SGRC's determination to the EEO/Grievance Officer. The EEO/Grievance Officer will inform the grievant and, as appropriate, management.
3. Selecting the Option and Start Point. Once a grievance is received, the EEO/Grievance Officer will immediately review and combine all grievances, as necessary. The EEO/Grievance Officer will contact the grievant and his or her immediate supervisor within three (3) work days following receipt of the grievance, or the SGRC's determination. The EEO/Grievance Officer will explain the ADR and Grievance options to both parties, the employee will select the option to be used (ADR--Option 1 or Grievance--Option 2) and indicate the choice to the EEO/Grievance Officer within two (2) work days of the explanation. Unless the employee elects to use the ADR option, a grievance involving allegations of failure to award compensatory time, involuntary demotion, suspension without pay, termination, and unlawful discrimination shall commence at the Director's level (see V.C.3 of this directive).

## **B. ADR Process (Option 1).**

1. If the grievant chooses ADR, he or she will complete Form 2 and submit it to the EEO/Grievance Officer who will contact the OPM to request a mediator. The mediator will contact the employee and appropriate supervisor within two (2) work days of notification to schedule the initial mediation session.
2. If the ADR process is successful, the mediator shall formalize the agreement in writing. The document will be signed by the grievant, the supervisor, and the mediator with all parties retaining a copy. The agreement will be filed with OPM within five (5) work days of conclusion of the ADR process.
3. If a resolution is not achieved through ADR within ten (10) work days, the mediator will prepare a statement to that effect. The statement specifying that resolution was not achieved will be signed by the grievant, the supervisor and mediator and filed as indicated in the preceding paragraph within two (2) work days of the conclusion of the ADR process. At this point, the employee's access to administrative resolution procedures is exhausted.

## **C. Grievance Process (Option 2).** Unless a portion of the grievance process has been appropriately waived or modified, grievances will be heard as described in V.C.1 through 3 below. Procedures for appealing to the SEGAP or SGRC are described in V.C.4 and 5 below.

1. Grievance is heard by the senior local administrator.
  - a. Scheduling a Meeting. Upon receipt of the grievant's appeal, the EEO/Grievance Officer will schedule a meeting between the grievant and the senior local administrator within three (3) work days.
  - b. Decision. The senior local administrator will submit a decision on Form 3, Management Decision, within two (2) work days of the above meeting to the EEO/Grievance Officer, who shall provide a copy of the decision to all parties involved.
  - c. Grievant's Response to the Decision of the Senior Local Administrator. Within two (2) work days of receiving the decision, the grievant will complete Form 4, Grievant's Response, and return it to the EEO/Grievance Officer. In doing so the grievant will accept the decision, reject the decision and explain why, or withdraw the grievance.
2. Grievance is Appealed to the Assistant/Deputy Director. The Assistant or Deputy Director in the grievant's supervisory chain will hear grievances unresolved at the senior local administrator's level.
  - a. Scheduling a Meeting. Upon receipt of the grievant's appeal, the EEO/Grievance Officer will schedule a meeting between the grievant and the Assistant or Deputy Director within three (3) work days.
  - b. Decision. The Assistant or Deputy Director will submit a decision on Form 3 within two (2) work days of the above meeting to the EEO/Grievance Officer, who shall provide a copy of the decision to all parties involved.

- c. Grievant's Response to the Decision of the Assistant or Deputy Director. Within two (2) work days of receiving the decision, the grievant will complete Form 4 and return it to the EEO/Grievance Officer. In doing so the grievant will accept the decision, reject the decision and explain why, or withdraw the grievance.
3. Grievance is Appealed or Referred to the DCC Director.
  - a. Options. The following two options are available to the Director to review an appealed or referred grievance, either of which must be scheduled within four (4) work days from receipt of the written appeal/grievance:
    - (1) The EEO/Grievance Officer may schedule a meeting between the grievant and the Director or the Director's designee. The EEO/Grievance Officer shall take relevant testimony and exhibits; or
    - (2) The Director may request an IGRC Hearing. If this option is chosen, the EEO/Grievance Officer will schedule and chair the hearing and shall provide the IGRC's written recommendation to the Director within two (2) work days of the IGRC Hearing. Hearings should, when practical, be limited to two (2) hours, shared equally between the grievant and the DCC.
  - b. The DCC Director's Decision. Within eight (8) work days of the conclusion of either option, the Director shall submit a written decision on Form 3 to the EEO/Grievance Officer, who will provide copies of the decision to all parties involved.
  - c. Grievant's Response to the Decision of the DCC Director. Within three (3) work days of receiving the decision, the grievant will complete Form 4 and return it to the EEO/Grievance Officer. In doing so the grievant will accept the decision, reject the decision and explain why, or withdraw the grievance.
4. Appeal to SEGAP/SGRC.
  - a. Within five (5) work days of receiving Form 4, Grievant's Response (to the Director's decision), indicating a request to appeal, the EEO/Grievance Officer will obtain a hearing date from the SGRC/SEGAP Coordinator.
  - b. The EEO/Grievance Officer is responsible for submitting the grievance packet, including Form 5, Appeal to the State Employee Grievance Appeal Panel (SEGAP), or Form 6, Appeal to the State Grievance Review Committee (SGRC), as appropriate, to the SGRC/SEGAP Coordinator.
5. SEGAP. If the complaint is one the SEGAP will review, the following applies: Note, SEGAP may extend their response times if their caseload requires such extensions.
  - a. SEGAP Hearing Decision. The SEGAP will issue a written decision within five (5) work days following the conclusion of the hearing, forward it to the Director and provide copies to all parties involved. The SEGAP's decision shall be binding on all parties unless appealed by the Director and overturned by the State Chief Fiscal Officer.

- b. Director's Review and Response.
  - (1) Director Agrees With SEGAP's Decision. The Director will take appropriate action in accordance with the SEGAP's decision.
  - (2) DCC Director Disagrees With SEGAP's Decision. If the Director does not agree with the SEGAP's decision, he or she will, within ten (10) work days of receipt of the SEGAP's written decision, submit the response through the EEO/Grievance Officer to the State Chief Fiscal Officer (CFO), provide the aggrieved employee written justification of the DCC's action, and request a formal review of the SEGAP's decision. The grievant may also submit comments regarding the Director's justification and written request for review through the EEO/Grievance Officer.
  - (3) The CFO's Administrative Order. On or after the eleventh day but not later than the fifteenth (15) work day from receipt of the Director's justification and written request for review, the CFO will issue a final and binding Administrative Order affirming, reversing, or modifying the SEGAP's decision.
  
- 6. SGRC. If the complaint is one the SEGAP will not review, the following applies:
  - a. SGRC Review and Recommendation(s). Upon receipt of Form 6, the SGRC will conduct a review and make a recommendation to the Director and the grievant within ten (10) work days.
  - b. DCC Director's Response to the SGRC's Recommendation. The Director will review the SGRC's recommendations and submit a written decision through the EEO/Grievance Officer within three (3) work days. The EEO/Grievance Officer will provide a copy to the SGRC and all parties involved. The decision of the Director will be final and binding upon all parties involved.

**VI. DOCUMENTATION.** Within (10) work days following the final disposition of the complaint, the EEO/Grievance Officer shall file a report of the disposition of the grievance or ADR and procedures followed with the HRS Manager. All documentation relating to an employee's complaint shall be maintained by the EEO/Grievance Officer. No Information relating to the grievance or ADR shall become a part of any employee's permanent personnel record. However, such records shall be maintained in hard copy for five years.

**VII. FORMS.**

- AD 08-06 Form 1 Filing a Grievance
- AD 08-06 Form 2 Request for ADR-Mediation Process
- AD 08-06 Form 3 Management Decision
- AD 08-06 Form 4 Grievant's Response
- AD 08-06 Form 5 Appeal to State Employee Grievance Appeal Panel (SEGAP)
- AD 08-06 Form 6 Appeal to State Grievance Review Committee (SGRC)

**Arkansas Department of Community Correction  
FILING A GRIEVANCE**

Employees use this form to file a grievance. The form must be submitted to the DCC EEO/Grievance Officer within five (5) working days of occurrence or knowledge of occurrence of the grievable matter. The form must be filled in completely, clearly identify the nature of the complaint, and serve (without amendment) as the document for the grievance process. All supporting documentation must be attached to this grievance form.

Grievant's Name \_\_\_\_\_ Case Number \_\_\_\_\_

Grievant's Job Title \_\_\_\_\_

Grievant's Work Location \_\_\_\_\_

Grievant's Work Phone Number \_\_\_\_\_ Grievant's Home Phone Number (Optional) \_\_\_\_\_

Grievant's Immediate Supervisor's Name (or supervisor initiating action being grieved) \_\_\_\_\_

**EEO GRIEVANCE STATEMENT**

To file a formal grievance, the following elements must be addressed. Attach additional pages, if needed.

1. Please state your grievance, including the date of occurrence and the specific behavior, condition, and/or violation of policy or procedure which occurred.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. How have you been adversely affected by this situation?

\_\_\_\_\_

\_\_\_\_\_

3. What specific action have you taken to reconcile and improve this situation, including discussions with your immediate supervisor or others? What has been the outcome of these efforts?

\_\_\_\_\_

\_\_\_\_\_

4. What specific remedy or remedies do you request?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Grievant's Signature

\_\_\_\_\_  
Date

**Arkansas Department of Community Correction  
REQUEST FOR ADR-MEDIATION PROCESS**

Grievance Officer \_\_\_\_\_ Date \_\_\_\_\_

Agency/Department \_\_\_\_\_

Employee \_\_\_\_\_

**INSTRUCTIONS:** This form is to be used by the EEO/Grievance Officer when the employee selects the Alternative Dispute Resolution (ADR) process. Additional pages may be attached, if needed.

**EMPLOYEE STATEMENT**

What is the specific complaint, behavior, condition, situation, or concern, which the employee desires to have addressed through the ADR process?

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How has the employee been adversely affected by this situation?

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What does the employee request as the outcome of the ADR? What specific action or actions has the employee taken to try to resolve the matter?

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The following signatures signify agreement of the employee and supervisor to attempt resolution of the above-referenced matter through the ADR process.

\_\_\_\_\_  
Employee's Signature Date

\_\_\_\_\_  
Supervisor's Signature Date



Arkansas Department of Community Correction

GRIEVANT'S RESPONSE

Case Number: \_\_\_\_\_

To which of the following three persons are you responding?

- Senior Local Administrator
- Assistant/Deputy Director
- DCC Director

Check a box to indicate your response:

- I accept the answer to my grievance.
- I do not accept the answer to my grievance and I request referral to the next step.
- I wish to withdraw from my grievance.

**EXPLANATION FOR NOT ACCEPTING THE DECISION**

Explain fully why you do not accept the response decision.

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\_\_\_\_\_  
Grievant's Signature Title Date

\_\_\_\_\_  
EEO/Grievance Officer's Signature Title Date



**Arkansas Department of Community Correction**  
**APPEAL TO THE STATE GRIEVANCE REVIEW COMMITTEE (SGRC)**

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INSTRUCTIONS: This form is to be used if and when the employee wishes to appeal the DCC Director's decision on the disposition of a grievance not heard by the SEGAP. All questions must be answered

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Agency/Department: Arkansas Department of Community Correction

EEO/Grievance Officer: \_\_\_\_\_ Date: \_\_\_\_\_

Employee's Name: \_\_\_\_\_ Employee's Phone Number: \_\_\_\_\_ ( ) \_\_\_\_\_  
Area Code

Employee's Home Address: \_\_\_\_\_  
Address City State Zip

Representative's Name: \_\_\_\_\_ Representative's Phone: \_\_\_\_\_ ( ) \_\_\_\_\_  
Area Code

Representative's Address: \_\_\_\_\_  
Address City State Zip

Supervisor's Name: \_\_\_\_\_

Who is appealing the grievance? \_\_\_\_\_ Name \_\_\_\_\_ Job Title \_\_\_\_\_

Why is the grievance decision being appealed?

\_\_\_\_\_

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\_\_\_\_\_ EEO/Grievance Officer's Signature \_\_\_\_\_ Date \_\_\_\_\_