

Employee Grievance Processing Checklist

Please complete all of the action items before sending the information to the Central HR-ER and keep in mind the short turn-around time for processing.

Step-1

- “Step 1” is checked on the grievance filing form
- Grievance filing form is signed and dated by Authorized Person in Division/Facility HR Office
- Grievance is timely (i.e., filed within fifteen (15) calendar days of the alleged event or action that is the basis of the grievance OR from the date of receipt of the written response to the EEO Informal Inquiry Process)
- Grievable issue (per policy)
- The management representative’s: race, gender, division, work city & county, home city & county, AND the mediation city, county, and site (i.e., building location)
- Management’s letter to grievant responding to the informal discussion (if applicable)
- EEO Director’s letter to grievance responding to the EEO Informal Inquiry Complaint (if applicable)

Step-2

- “Step 2” is checked on the grievance filing form
- Grievance filing form is signed and dated by Authorized Person in Division/Facility HR Office
- Grievance is timely (i.e., filed within five (5) calendar days of reaching an impasse in step-1 mediation)
- Step-1 and Step-2 grievance filing forms
- Mediation Impasse Notice
- EEO Informal Inquiry Complaint Intake Form and the written response to the EEO Informal Inquiry Complaint, if applicable
- Documents related to the alleged event or action that is the basis of the grievance (i.e., pre-disciplinary conference notice, disciplinary action letter, separation letter, vacancy announcement, applications for the grievant and selected applicant, performance appraisal, etc.)
- Management’s response to the Step-2 grievance form