

Employee Grievance Process: Overview and Timeframes

Informal Grievance Process

Informal Discussion with Immediate or Other Appropriate Supervisor in the Employee's Chain of Command or Other Appropriate Personnel or Agency that has Jurisdiction regarding the Alleged Event or Action or **Equal Employment Opportunity Informal Inquiry**

Within:
15 Calendar Days of the
Alleged Event or Action

Employee Files Formal Grievance if the Issue is Not Resolved



Formal Internal Grievance Process

Step 1: Mediation

Within:
35 Calendar Days

Employee Files Step 2

Within:
5 Calendar Days

Step 2: Employee Presents Grievance to Hearing Officer/Panel

Within:
35 Calendar Days

Hearing Officer/Panel Makes Proposed Recommendation to the Director of the Office of State Human Resources (OSHR)

Director of OSHR Reviews Proposed Recommendation for Consistency and Compliance with Applicable State Statutes and Policies

Within:
10 Calendar Days

Agency Head Renders and Communications Final Agency Decision (FAD)

Within:
5 Calendar Days

Formal Internal Grievance Process Completed

**Within:
90 Calendar Days**



External Appeal Process

Employee May Petition for a Contested Case Hearing with OAH if Issue is Appealable

Within:
30 Calendar Days of the FAD