

INSTRUCTIONS FOR THE GRIEVANCE PROCEDURE

Step 1. Part 1: The grievant should have submitted Form 1 to his or her immediate supervisor within **seven (7) calendar days** of the incident giving rise to the grievance. A copy of the grievance must be filed with the Employee Relations Department of the Board. All such complaints shall cite with specificity the reason and nature of the complaint.

Step 1. Part 2: The immediate supervisor will reply on Form 2 in writing to the employee within **7 calendar days** of receipt of the grievance, **OR** the grievant's immediate supervisor may elect to refer the complaint to his or her immediate superior within the time period of his or her reply, and must acknowledge receipt of the grievance in writing to the grievant no later than the next business day after receipt of the referred grievance. Failure to reply shall result in submission of the grievance to Step Two Form 3. If the grievant is not satisfied with Step One, the grievant may submit, within **five (5) calendar days** of the answer or its due date, whichever occurs first, the grievance to the department head in which he or she works. Such department head shall reply to the grievant within **five (5) calendar days** of receipt or referral of the grievance in writing. A copy of the reply by the department head shall be furnished to the Employee Relations Department of the Board.

IMPORTANT: Should the employee not receive a written answer within the time limit, he or she may proceed to Step 2 Form 3.

WHAT IS NOT GRIEVABLE: Notwithstanding any other provision of this Rule 15, the following matters are not subject to adjustment under the grievance procedure. If any of these exclusions applies, the matter is not grievable.

- a. Matters addressed by, or discussed in, another Rule (i.e., classification, pay, reductions-in force, efficiency ratings, etc.), regardless of whether the other Rule contains an appeal procedure. An employee may not circumvent this exclusion by alleging that the Rule in question was applied in an illegal, retaliatory, disciplinary, or other unfair manner;
- b. Loss or absence of premium pay;
- c. Oral and/or written reprimand or an informal performance evaluation;
- d. Matters subject to appeal under Rule 12 of these Rules;
- e. Assignment-related matters such as changes in duties within Class, off-days, shift and vacation scheduling, except those assignments considered disciplinary. To avoid this exclusion, allegations of disciplinary motive must be supported by specific facts; and
- f. Matters relating to an appointing authority's internal policy or rules that are applied consistently to all Classified Employees and for which there exists no conflict with these Rules or the Act. To avoid this exclusion, the employee must specify the manner in which the policy or rule was applied inconsistently. The Rules and Regulations are not an "internal policy or rule" for purposes of this exclusion.

QUESTIONS? If you have any questions, please contact Employee Relations at (205) 279-3474.

EMPLOYEE GRIEVANCE TO IMMEDIATE SUPERVISOR
(Instructions on back of form)

Name of Employee _____ Classification _____

Jurisdiction _____ Department _____

Employee's Business Phone Number _____ Work Hours _____

Immediate Supervisor _____ Title _____

EMPLOYEE'S STATEMENT OF GRIEVANCE: (Supply facts, dates, and particular nature of complaint)

(ATTACH EXTRA PAGES AS NECESSARY)

Date _____ Signature of Employee _____

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Step 1. Part 2: The immediate supervisor will reply on Form 2 in writing to the employee within **seven (7) calendar days** of receipt of the grievance, **OR** the grievant's immediate supervisor may elect to refer the complaint to his or her immediate superior within the time period of his or her reply, and must acknowledge receipt of the grievance in writing to the grievant no later than the next business day after receipt of the referred grievance. Failure to reply shall result in submission of the grievance to Step Two Form 3. If the grievant is not satisfied with Step One, the grievant may submit, within **five (5) calendar days** of the answer or its due date, whichever occurs first, the grievance to the department head in which he or she works. Such department head shall reply to the grievant within **five (5) calendar days** of receipt or referral of the grievance in writing. A copy of the reply by the department head shall be furnished to the Employee Relations Department of the Board.

IMPORTANT: Should the employee not receive a written answer within the time limit, he or she may proceed to Step 2 Form 3.

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- b. Loss or absence of premium pay;
- c. Oral and/or written reprimand or an informal performance evaluation;
- d. Matters subject to appeal under Rule 12 of these Rules;
- e. Assignment-related matters such as changes in duties within Class, off-days, shift and vacation scheduling, except those assignments considered disciplinary. To avoid this exclusion, allegations of disciplinary motive must be supported by specific facts; and
- f. Matters relating to an appointing authority's internal policy or rules that are applied consistently to all Classified Employees and for which there exists no conflict with these Rules or the Act. To avoid this exclusion, the employee must specify the manner in which the policy or rule was applied inconsistently. The Rules and Regulations are not an "internal policy or rule" for purposes of this exclusion

QUESTIONS? If you have any questions, please contact Employee Relations at (205) 279-3474.

IMMEDIATE SUPERVISOR'S ANSWER TO EMPLOYEE GRIEVANCE
(Instructions on back of form)

Name of Employee _____ Classification _____

Jurisdiction _____ Department _____

Date Grievance Received _____

SUPERVISOR'S REPLY TO EMPLOYEE GRIEVANCE: _____

Date _____ Signature of Supervisor _____

INSTRUCTIONS FOR THE GRIEVANCE PROCEDURE

Step 2, Part 1: The employee has submitted Form 1 to the immediate supervisor who may have given Form 1 to the department head, or the employee has submitted Form 3 to the department head within **five (5) calendar days** of the supervisor's answer Form 2 or is due date.

Step 2, Part 2: The department head will reply on Form 4 within **five (5) calendar days** of receipt of the employee's Form 3 or Form 1. If Form 1 is received by the department head from the immediate supervisor, the department head also is to notify in writing the employee of the receipt of Form 1 by the end of the next work day.

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- b. Loss or absence of premium pay;
- c. Oral and/or written reprimand or an informal performance evaluation;
- d. Matters subject to appeal under Rule 12 of these Rules;
- e. Assignment-related matters such as changes in duties within Class, off-days, shift and vacation scheduling, except those assignments considered disciplinary. To avoid this exclusion, allegations of disciplinary motive must be supported by specific facts; and
- f. Matters relating to an appointing authority's internal policy or rules that are applied consistently to all Classified Employees and for which there exists no conflict with these Rules or the Act. To avoid this exclusion, the employee must specify the manner in which the policy or rule was applied inconsistently. The Rules and Regulations are not an "internal policy or rule" for purposes of this exclusion.

QUESTIONS? If you have any questions, please contact Employee Relations at (205)279-3474.

EMPLOYEE'S GRIEVANCE TO DEPARTMENT HEAD
(Instructions on back of form)

Name of Employee _____ Classification _____

Jurisdiction _____ Department _____

Name of Immediate Supervisor _____

Name of Department Head _____

Date Immediate Supervisor's Answer Received _____

THE IMMEDIATE SUPERVISOR'S ANSWER IS UNSATISFACTORY BECAUSE _____

Date _____ Signature of Employee _____

INSTRUCTIONS FOR THE GRIEVANCE PROCEDURE

Step 2. Part 1: The employee will submit Form 3 to the department head within **five (5) calendar days** of receipt of the supervisor's response or its due date if the employee disagrees with his/her response.

Step 2. Part 2: The department head will reply on Form 4 within **five (5) calendar days** of receipt of the grievance.

IMPORTANT: Should the department head fail to give the employee a written answer within the time limit; he or she may proceed to Step 3 Form 5.

WHAT IS NOT GRIEVABLE: Notwithstanding any other provision of this Rule 15, the following matters are not subject to adjustment under the grievance procedure. If any of these exclusions applies, the matter is not grievable:

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- b. Loss or absence of premium pay;
- c. Oral and/or written reprimand or an informal performance evaluation;
- d. Matters subject to appeal under Rule 12 of these Rules;
- e. Assignment-related matters such as changes in duties within Class, off-days, shift and vacation scheduling, except those assignments considered disciplinary. To avoid this exclusion, allegations of disciplinary motive must be supported by specific facts; and
- f. Matters relating to an appointing authority's internal policy or rules that are applied consistently to all Classified Employees and for which there exists no conflict with these Rules or the Act. To avoid this exclusion, the employee must specify the manner in which the policy or rule was applied inconsistently. The Rules and Regulations are not an "internal policy or rule" for purposes of this exclusion

QUESTIONS? If you have any questions, please contact Employee Relations at (205) 279-3474.

DEPARTMENT HEAD'S ANSWER TO EMPLOYEE GRIEVANCE
 (Instruction on back of form)

Name of Employee _____ Classification _____

Jurisdiction _____ Department _____

Date Grievance Received _____ From (employee or supervisor) _____

DEPARTMENT HEAD'S ANSWER: _____

Date _____ Signature of Department Head _____

INSTRUCTIONS FOR THE GRIEVANCE PROCEDURE

Step 3. The employee must submit Form 5 to Employee Relations Department of the Personnel Board within **five (5) calendar days** of receipt for the department head’s response Form 4 or its due date if the employee disagrees with the response.

IMPORTANT: If the Director determines that the matter is subject to adjustment under Rule 15, then he shall appoint a Hearing Officer, next in order from a list of such local attorneys who serve as Hearing Officers for other appeal cases before the Board.

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- a. Matters addressed by, or discussed in, another Rule (i.e., classification, pay, reductions-in force, efficiency ratings, etc.), regardless of whether the other Rule contains an appeal procedure. An employee may not circumvent this exclusion by alleging that the Rule in question was applied in an illegal, retaliatory, disciplinary, or other unfair manner;
- b. Loss or absence of premium pay;
- c. Oral and/or written reprimand or an informal performance evaluation;
- d. Matters subject to appeal under Rule 12 of these Rules;
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QUESTIONS? If you have any questions, please contact Employee Relations at (205)279-3474.

Home Mailing Address:		
Street Address		
City	State	Zip Code
Home Phone Number: ()		Work Phone Number: ()

EMPLOYEE'S REQUEST TO HEARING OFFICER
(Instructions on back of form)

Name of Employee _____ Classification _____

Jurisdiction _____ Department _____

Name of Immediate Supervisor _____

Name of Department Head _____

Date Department Head's Answer Received _____

THE DEPARTMENT HEAD'S ANSWER IS UNSATISFACTORY BECAUSE: _____

I request, as provided for in Rule 15 of the Personnel Board's **Rules and Regulations**, that a Hearing Officer is appointed to review my grievance and that decision be given in conformity with Rule 15.

Date _____ Signature of Employee _____

(Please provide contact information on back of form)