

Career Service Review Office GRIEVANCE FORM

When filing a grievance, employees are required by statute to provide a copy to the Career Service Review Office (CSRO). The failure to timely comply may result in default. A copy should also be sent to your departmental Human Resource Director.

Mail/Email:

Career Service Review Office
1120 State Office Building
PO Box 141561
amorgan@utah.gov

Employees must keep the CSRO apprised of any email, mailing address or telephone number changes at all times during adjudication of this matter.

NOTE:

*This form should not be used for classification grievances. Classification grievances must be filed directly with The Department of Human Resource Management (DHRM).

*You will receive all communications by email ONLY from the CSRO. Therefore, providing an email address is mandatory. If you do not have access to email, you must notify the CSRO in writing.

I. Identification of employee:

Name

Address

Phone

Email (Required)

State Employee ID Number

Employer Agency/Division

Employee Signature

Date

II. Grievance:

I am grieving a decision regarding:

- a dismissal.
- a demotion.
- a suspension.
- a reduction in force.
- a dispute concerning abandonment of position
- a wage grievance (If the employee is not placed within the salary range of the employee's current position).
- equitable administration of benefits listed in *Utah Code Ann. 67-19a-202(1)(a)(viii)*.

Other

- retaliatory action prohibited by the Utah Protection of Public Employees Act.

Or I am requesting a review of:

- the findings of an abusive conduct investigation conducted by the Department of Human Resource Management.

III. Statement of Grievance:

IV. Remedy or Relief Sought:

Career Service Review Office Grievance Form

(Page 2 of 2)

Employee is not required to file Page 2

<p>These deadlines are provided for the employee's information and reference. Prior to filing, the employee should review the grievance procedure outline at <i>Utah Code § 67-19a-101</i> through 501.</p> <p>A grievance alleging retaliatory action shall be submitted within 30 (thirty) days after the day on which the retaliatory action occurs and may be filed directly with the CSRO at level 4.</p> <p>A request for review of the findings of an abusive conduct investigation may be filed within 10 (ten) days after the day on which the employee received notification of the investigative findings and may be filed directly with the CSRO.</p> <p>Where the Agency Director/Department Head directly imposes discipline, employees have 20 (twenty) working days to appeal that action to the CSRO at Level 4.</p> <p>All other grievances shall be filed at Level 1 and proceed through the levels of procedure. The grievance process must begin within 30 (thirty) working days from the most recent event or when the employee has knowledge of the most recent event giving rise to the grievance. An employee may not submit a grievance more than one year after the event-giving rise to the grievance.</p>	<p style="text-align: center;">LEVEL 1</p> <p>Supervisor. A career service employee shall submit a grievance in writing to the employee's Supervisor and the Career Service Review Office. If a Supervisor is subject of the grievance or complaint, the employee may proceed directly to Level 2.</p>
	<p style="text-align: center;">LEVEL 2</p> <p>Division Director. Employee may advance the grievance complaint to the Division Director (or Director's designee) within 10 (ten) working days after either receipt of a response from the Division Director or from the date that the response was due, whichever ate comes first. If a Division Director is the subject of the grievance complain, the employee may proceed directly to Level 3.</p>
	<p style="text-align: center;">LEVEL 3</p> <p>Agency Director. Employee may advance the grievance or complaint to the Agency Director (Or Director's designee) within 1- (ten) working days after either receipt of a response from the Agency Director or from the date that a response was due, whichever date to come first.</p> <p>The Agency Director/Department Head has 10 (ten) working days to respond after receiving an employee's written grievance.</p>
	<p style="text-align: center;">LEVEL 4</p> <p>CSRO. If the Agency Director or Department Head fails to respond to the grievance within ten (10) working days after submission, or if the aggrieved employee is dissatisfied with the Department Head's written decision, the employee may advance the written grievance to the <i>Career Service Review Office</i> within ten (10) working days after the expiration of the period of decision or receipt of the written decision, whichever is first.</p>
<p style="text-align: center;"><i>Employees may file grievance with the Career Service Review Office at Level 4 on the issues listed on Page 1 of this Grievance Form. Employee may grieve other matters only to the Department Head/Agency Director at Level 3.</i></p>	