

NON-REPRESENTED EMPLOYEE GRIEVANCE PROCESS

Who	Does What	Within
Employee	Attempts to informally bring about an amicable resolution	14 calendar days of alleged violation
If unable to reach informal resolution:		
Employee	Submits a written Step 1 grievance to immediate supervisor with a copy to the local Human Resources office	14 calendar days of alleged violation
<ul style="list-style-type: none"> • Employee • Supervisor designated by management 	Meet to discuss grievance	14 calendar days of grievance filing
Supervisor designated by management	Provides written response to employee	14 calendar days of meeting
If Step 1 decision is unsatisfactory to the employee:		
Employee	Submits a written Step 2 meeting request to Appointing Authority	14 calendar days of receiving Step 1 response
<ul style="list-style-type: none"> • Employee • Appointing Authority/designee 	Meet to discuss grievance	14 calendar days of receiving Step 2 meeting request
Appointing Authority/designee	Provides written response to employee	14 calendar days of meeting
If Step 2 decision is unsatisfactory to the employee:		
Employee	Submits a written Step 3 meeting request to Headquarters Labor Relations Manager	21 calendar days of receiving Step 2 response
<ul style="list-style-type: none"> • Employee • Secretary/designee 	Meet to discuss grievance	21 calendar days of receiving Step 3 meeting request
Secretary/designee	Provides written response to employee	21 calendar days of meeting