3-02/150.00 - Employee Grievance Procedure

The following grievance procedure applies to:

- Employees not covered by a memorandum of understanding; and
- Employees whose Memorandum of Understanding provides that the Department's grievance procedure shall apply.

When a formal grievance is received, unit supervisors are required to immediately notify Bureau of Labor Relations and Compliance, Advocacy Unit. This notification is necessary to comply with the memoranda of understanding and to provide advice, assistance, and coordination of effort in the grievance procedure.

When a formal grievance has been resolved or completed, regardless of the step or level of the grievance procedure, the original Formal Grievance (SH-AD-465) must be sent to Bureau of Labor Relations and Compliance, Advocacy Unit. A photocopy should be made and retained for unit records.