

**Arizona Department of Administration
COVERED EMPLOYEE GRIEVANCE FORM**

Employee Instructions: Please provide all information and retain a copy for your records.
TYPE or PRINT LEGIBLY. Information concerning the grievance process is provided on page 4.
Grievances SHALL be submitted to the ADOA Ombudsman/Grievance Coordinator at 100 North 15th Avenue, Suite 401, Phoenix, Arizona 85007.

FOR OFFICE USE ONLY

Grievance Tracking Number

Name	Division
EIN	Work Phone
Job Title	Supervisor's Name

Action Being Grievied

Written Reprimand

Suspension of 80 Hours or Less

Explain why you disagree with the action. Include all important information and documentation, such as dates, places, etc. If necessary, attach additional sheets to explain each problem.

What resolution are you seeking?

Action Schedule

Date of Mandatory Oral Discussion:

Mandatory Discussion Held With:

Grievance Step	Employee's Schedule	Response	Employee's Signature and Date Submitted to Each Step
I.	Within 10 Business Days	Within 10 Business Days	
II.	Within 10 Business Days	Within 10 Business Days	

Representative's Name (if any)

Representative's Title

Agency/Organization Name

A complaint alleging unlawful discrimination, harassment or retaliation must be filed in accordance with the ADOA Employee Complaint Process - Allegations of Unlawful Discrimination or Harassment.

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GRIEVANCE RESPONSE

Date Received by Step I Authority

Step I response is due within 10 business days upon receipt of Employee Grievance.

STEP I RESPONSE

Authority
Signature

Date

Assistant Director Grievance Response - Step I

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GRIEVANCE RESPONSE

Date Received by Step II Authority:

Step II response is due within 10 business days upon receipt of the grievance at Step II.

STEP II RESPONSE

Authority
Signature

Date

Director Grievance Response - Step II

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COVERED EMPLOYEE GRIEVANCE PROCESS

Overview

The Arizona Department of Administration (ADOA) Covered Employee Grievance Process Policy (Policy ADOA/HRD-PB4.01) provides a means to ensure a systematic and fair review of employee grievances pertaining to formal disciplinary actions ranging from a written reprimand or suspension of 80 working hours or less if the employee is a covered employee. The Department is committed to allow employees to seek resolutions of their concerns through a formal written process after informal attempts have proven unsatisfactory. The covered employee grievance process is designed around the philosophical commitment that grievances be resolved at the lowest possible level and in an equitable and efficient manner. Any complaint alleging unlawful discrimination or harassment must be submitted in accordance with the procedures described in ADOA's Employee Complaint Process - Allegations of Unlawful Discrimination or Harassment.

Mandatory Oral Discussion

In accordance with Personnel Rule R2-5B-403(2), a covered employee shall have an oral discussion with the immediate supervisor in an attempt to resolve the employee's disagreement prior to initiating a formal grievance. The employee shall clearly state to the supervisor the employee's intentions of filing a formal grievance, the issues involved, and the requested resolution. The purpose of the meeting is for both parties to explore the issues and the requested resolution. If the employee fails to take this step, the grievance will not be accepted through the formal grievance process. It is the employee's responsibility to remember that if the oral discussion does not resolve the employee's disagreement, the Step I grievance must be submitted within 10 business days of the action being grieved, and that these 10 days are not extended by the date on which the oral discussion takes place.

Initiating the Grievance Process

When an ADOA covered employee's concerns with a written reprimand or suspension of 80 working hours or less cannot be satisfactorily resolved informally, the employee may seek resolution through the formal grievance process.

Step I

To initiate the grievance process, the employee shall prepare and submit the Employee Grievance Form and supporting documents to the ADOA Ombudsman/Grievance Coordinator at 100 North 15th Avenue, Suite 401, Phoenix, Arizona 85007. The time limit for submitting the grievance is 10 business days after the occurrence of the action being grieved. Upon receipt of an employee grievance, the ADOA Ombudsman/Grievance Coordinator shall verify the issue in question is a grievable matter, time frames have been met, and that informal resolution has been attempted. If all of the criteria are met, the ADOA Ombudsman/Grievance Coordinator shall assign a Grievance Tracking Number to the grievance and forward the grievance packet to the Assistant Director of the Division the employee is currently employed.

Step II

If the employee is dissatisfied with the Step I response, the employee has five business days from the date of receipt of the Step I response to elevate the grievance to Step II. The Step II responding authority is the ADOA Director. This is the final step in the ADOA grievance process.