

3 FAM 4730

FORMAL ADMINISTRATIVE REVIEWS UNDER THE GRIEVANCE PROCEDURE

(CT:PER-582; 10-25-2005)
(Office of Origin: HR/G)

3 FAM 4731 TIME LIMIT-FORMAL STAGE

(CT:PER-582; 10-25-2005)

(State Only)

(Applies to Civil Service Employees)

The time limit for submission of a written request for an administrative review by the Bureau of *Human Resources (HR)* on a grievance may not be later than 10 calendar days after completion of the informal procedure. An exception to the time limit for good cause may be granted by the Director of the Grievance Staff or designated representative, and must be requested prior to the expiration of the 10-day filing period. *Information regarding the filing of grievances may be obtained from the Grievance Staff (HR/G).*

3 FAM 4732 SUBMISSION OF WRITTEN APPEALS

(CT:PER-582; 10-25-2005)

(State Only)

(Applies to Civil Service Employees)

a. In the event that *an employee's grievance* is not settled to the satisfaction of the employee through the informal procedure provided in 3 FAM 4720, the employee may make written appeal to the Deputy Assistant Secretary (DAS), *Bureau of Human Resources*, or designated representative. Such an appeal may be submitted only after the employee has completed action under the informal procedures prescribed in 3 FAM 4720. The employee's appeal shall:

- (1) Be in writing;
- (2) State that the employee is filing a formal grievance;
- (3) Include any relevant documentation related to the informal stage of the grievance process. (This could include a written summary of the attempts by the grievant to address the grievance issues during the

informal phase);

- (4) State why the employee is dissatisfied with management's responses, and
- (5) *State the relief desired.*

b. The supervisor or other appropriate officer shall grant the employee a reasonable amount of official time to present the grievance appeal.

3 FAM 4733 ACKNOWLEDGMENT OF RECEIPT OF REQUEST

(CT:PER-582; 10-25-2005)

(State Only)

(Applies to Civil Service Employees)

Upon receipt of a formal grievance, the Bureau of *Human Resources* will acknowledge receipt of the request *for administrative review*. It will also forward a duplicate copy to the executive director of the employee's organizational unit and request a bureau report, which shall be included in the grievance file.

3 FAM 4734 THROUGH 4739 UNASSIGNED