

## **3 FAM 4720 INFORMAL CONSIDERATION OF GRIEVANCES**

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

### **3 FAM 4721 TIME LIMIT-INFORMAL STAGE**

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

*(State Only)*

*(Applies to Civil Service Employees)*

- a. An employee may present a grievance concerning a continuing practice or condition at any time, so long as the grievance is presented within 30 calendar days of the most recent occurrence.
- b. The employee must present a grievance concerning a particular act or occurrence within 30 calendar days of the date of that act or occurrence or the date the employee became aware of that act or occurrence.
- c. The Director of the Grievance Staff or designated representative may grant an extension of the time limit for filing a grievance, if the employee shows good cause. A request for an extension must be made prior to the expiration of the 30-day filing period.

### **3 FAM 4722 DISCUSSION WITH SUPERVISOR**

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

*(State Only)*

*(Applies to Civil Service Employees)*

An employee who has a grievance is expected to discuss it initially with the employee's immediate supervisor. The grievance may be presented orally or in writing. Grievances should be resolved informally, promptly, and satisfactorily at or near the place of occurrence, and every effort should be made to accomplish this objective. Supervisors should encourage employees under their jurisdiction to discuss grievances with them and should endeavor in every way practicable to resolve them. The supervisor shall inform the employee within 10 calendar days of receipt of the grievance of the proposed manner of adjustment or of the reasons why adjustment favorable to the employee is not made.

## **3 FAM 4723 DISCUSSION WITH HIGHER OFFICIALS**

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

*(State Only)*

*(Applies to Civil Service Employees)*

- a. During the informal stage, if an employee believes that the employee's grievance has not been resolved satisfactorily, the employee may, within 10 days of receiving a response under 3 FAM 4722 above, present the grievance in writing to the employee's administrative or executive officer, division chief, office director, or other official in line of authority.
- b. An employee filing a grievance under (a) above shall provide the following:
  - (1) A statement that the submission is to be considered an informal grievance;
  - (2) A description of the act, incident or document, which gave rise to the grievance;
  - (3) The names of persons who have knowledge of facts relevant to the grievance; evidentiary material relevant to the grievance; and (if applicable) a copy of the document which is the subject of the grievance; and
  - (4) A statement as to what relief is desired.
- c. The official who receives such an appeal shall resolve the grievance appropriately, if the official has the authority to do so. The official shall inform the employee in writing within 10 calendar days of receipt of the grievance of any proposed resolution, or of the reason(s) that a resolution favorable to the employee is not appropriate.

## **3 FAM 4724 THROUGH 4729 UNASSIGNED**