



## Agency Decision Letter

Grievance Case No.: \_\_\_\_\_ Agency: \_\_\_\_\_

Law Enforcement Party: \_\_\_\_\_ Date of Notice: \_\_\_\_\_

In accordance with the Oklahoma Administrative Code 260:130-31-4:

- 1) That upon completion of the Grievance Investigation, the Appointing Authority shall have twenty (20) business days to issue an Agency decision as to “Substantiate or Unsubstantiate” the Law Enforcement Party’s Grievance claim; and
- 2) The Appointing Authority shall notify Civil Service Division and the Law Enforcement Party via written notice of its decision via the prescribed Civil Service Division form.

Pertaining to the Grievance that you filed on \_\_\_\_\_, the Agency has reached the following decision:

☐ **The Grievance is Substantiated:**

The Agency has substantiated your Grievance. Thus, the Agency shall have ten (10) business days to implement corrective action(s) to resolve the matter.

☐ **The Grievance is Unsubstantiated:**

The Agency found that your claims lacked sufficient evidence to validate the claims set forth in the Grievance form. If you believe an additional review is warranted, you retain the right to file an Appeal of the Agency decision with the Civil Service Division within ten (10) business days to appeal said decision. You may elect to mediate the matter or request an administrative hearing and send this notification via the online filing system.

**Note:** The Law Enforcement Party will only need to reopen its pending/original filing entry to send notice via the prescribed form. If you have any questions regarding the appeal process, please contact the Civil Service Division at [CivilServiceDivision@omes.ok.gov](mailto:CivilServiceDivision@omes.ok.gov).

Sincerely,

\_\_\_\_\_  
AGENCY REPRESENTATIVE

\_\_\_\_\_  
DATE