



Agency Decision Letter
(Agency without grievance procedures)

Grievance case No.:	Agency:
Law enforcement party:	Date of notice:

Pursuant to Oklahoma Administrative Code (OAC) 260:130-31-5(E)(i):

- Upon completion of the grievance investigation, the appointing authority shall have 20 business days to issue an agency decision as to substantiate or unsubstantiate the law enforcement party's grievance claim.
- The appointing authority shall notify the Civil Service Division and the law enforcement party of its decision in writing 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 10 business days to implement the following corrective action(s) to resolve the matter:

☐ **The grievance is unsubstantiated.**

The agency found that your claim(s) failed to prove that 1) the agency has violated a law, administrative rule or agency policy in a way that adversely affects the law enforcement party; and 2) the law enforcement party may be entitled to an appropriate remedy. If you believe an additional review is warranted, you retain the right to appeal the agency's decision with the Civil Service Division within 10 business days of the issuance of the agency's decision. You must 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 his or her pending/original filing entry to send notice via the prescribed form.

If you have any questions regarding the appeal process, please email the [Civil Service Division](#).

Sincerely,

Agency representative

Date