

Agency Decision Letter
(Agency with grievance procedures)

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

Pursuant to Oklahoma Administrative Code (OAC) 260:130-31-3(c):

- The appointing authority will issue a final decision to substantiate or unsubstantiate the grievance within 75 business days of the filing of the grievance.

Pursuant to OAC 260:130-31-3(d):

- After filing a formal grievance, an employee may file an appeal, via the prescribed Civil Service Division form, to the Civil Service Division utilizing the online filing system within 10 business days after:
 - Expiration of the resolution time, including any extension, and a resolution decision has not been received.
 - Receiving a resolution decision and the employee can provide evidence the resolution decision was not correct, did not address the issues of the grievance, or that violations occurred during the processing of the formal grievance.

Note: Pursuant to OAC 260:130-31-3(f), “the issues of the appeal shall be limited to those raised in the formal Grievance or discovered during the internal agency grievance process over which the Civil Service Division has jurisdiction.”

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, and the following corrective action is provided:

☐ **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.

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

Sincerely,

Agency representative

Date