



Notice to Agency of Filed Grievance
(Agency without grievance procedures)

Date: _____
To: Agency representative
From Civil Service Division (CSD)
Re: Notice to Agency of Filed Grievance
Case No.: _____

The law enforcement party named above has filed a grievance against your agency for the following reason(s):

- **Promotion:** The law enforcement party believes there is 1) a lack of equal access to career development opportunities and advancement; and 2) a repeated denial of promotions.
- **Compensation issues:** The law enforcement party believes that a violation of law, rule, policy or practice has occurred with regard to pay movement mechanism or other compensation issues pertinent to said party.
- **Work location:** The law enforcement party believes that a violation has occurred with regard to a location transfer that was requested.

Agency responsibility and investigation: Pursuant to OAC 260:130-31-5(B), a grievance investigation should begin no later than 10 business days after a law enforcement party has filed a grievance. The agency review and grievance investigation of a filed grievance shall take no longer than 45 business days to complete.

Declination of grievance investigation: Pursuant to OAC 260:130-31-5(3), a grievance investigation may be required depending on the grievance filed by a law enforcement party. However, agencies will be allowed to decline performing a formal investigation of a grievance. After a law enforcement party has filed a grievance, an agency will have 10 business days to either 1) begin its grievance investigation; or 2) review, sign and provide the Civil Service Division and the law enforcement party with a copy of the form prescribed by the Civil Service Division.

Investigative report: Pursuant to OAC 260:130-31-5(5)(C), an investigative report of the agency's grievance investigation shall be attached to the prescribed form and include a summary of the findings of fact and a recommendation for the disposition of the law enforcement party's grievance claim. The report shall be issued within 10 business days of the completion of the investigation report. The report of the investigation to the appointing authority shall include, as a minimum:

- The name of the person who conducted the investigation.
- A summary of the findings of the investigation.
- A description of how the investigation was conducted.
- A summary of evidence obtained from the investigation.
- The report shall also include a reference to persons interviewed and documents used in making the findings of fact.

Any party may file a response to the investigative report with the appointing authority and include any additional relevant information to be considered no later than 10 business days after receiving the investigative report. No exceptions will be allowed. Any party filing a response or providing additional information should provide a copy to all other parties.

Notice of agency decision: Pursuant to OAC 260:130-31-5(5)(E):

- A. Upon completion of the grievance investigation, the appointing authority shall have 20 business days of the report 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 via written notice of its decision via the prescribed Civil Service Division form.
- If the appointing authority substantiates the law enforcement party's grievance, then the agency shall have 10 business days to implement corrective action.
- If the agency unsubstantiates the grievance, then the law enforcement party shall have 10 business days to appeal said decision. The law enforcement party must elect to mediate the matter or request an administrative hearing. The law enforcement party must send this notification via the online filing system. The law enforcement party will only need to reopen its pending/original filing entry to send notice via the prescribed form.
- If the law enforcement party fails to appeal the appointing authority's decision within the 10 business day deadline, then the Civil Service Division shall dismiss and close the grievance. No exceptions shall be made.
- If the appointing authority fails to make a decision or fails to notify the Civil Service Division and the law enforcement party of its decision within the 10-business-day deadline, then the law enforcement party shall be allowed to undergo the appeal process and elect to mediate the matter, have the matter heard at an administrative hearing or expedite the matter for bench review.

Please review the [Grievance Form](#) for the summary of the issue and remedy that the law enforcement party is seeking.

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