



Appeal of Agency Decision (Agency with grievance procedures)

Date:		
Name:		Employee ID No.:
Phone:	Email:	
Name of legal counsel:		Legal counsel email:
What agency are you filing a grievance against?		
Agency grievance No. (if applicable):		
Grievance No. (if applicable):		
Direct supervisor's name:	Phone:	Email:
Date agency decision issued:		

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

- If an agency has grievance resolution procedures, then the law enforcement party shall file directly with the agency per the adopted resolution procedures. The procedures must provide that 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 that 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.”

The law enforcement party must file his or her appeal with the Civil Service Division via the [online filing system](#).

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

Reason for appeal: Please briefly explain why you are appealing the agency's decision. You may attach additional pages or documentation if needed.

Are you requesting mediation? ☐ Yes ☐ No

Signature of law enforcement party	Date
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