

Grievance Form

In accordance with Oklahoma Administrative Code 260:130-31-3, "If a state employee desires to file a formal Grievance, then said employee must do so by 1) using Civil Service Division's online filing system; and 2) filing the form prescribed by the Civil Service Division." The process for filing will be published on the website maintained by the Civil Service Division, which can be accessed at www.oklahoma.gov/CSD.

This form is intended for communication purposes only.

Date: _____

Name: _____

Telephone: _____

Email: _____

Employee ID No.: _____

Address: _____

What Agency are you filing a Grievance against? _____

Direct Supervisor's Name: _____

Telephone: _____

Law Enforcement Parties may file a Grievance with the Civil Service Division for the following reason(s) (one or more can be selected):

- ☐ **Promotion** – The Law Enforcement Party believes there is 1) a lack of career development opportunities; and 2) limited opportunities for advancement within the Agency, such as being repeatedly denied promotions or development programs despite expressing interest.
- ☐ **Compensation Issues** – The Law Enforcement Party believes that a violation of law, rule, policy, or practice has occurred with regard to pay movement mechanisms or other compensation issues pertinent to said party.
- ☐ **Work Location:** The Law Enforcement Party believes that a violation has occurred with regards to a location transfer that was requested.

In accordance with 260:130-31-7, if a state employee files a Grievance based on Discrimination as defined in OAC 260:130-1-2, then the Civil Service Division shall defer and direct the Law Enforcement Party to use the services provided by the United States Equal Employment Opportunity Commission ("EEOC"). The current link to file a charge with the EEOC is located here: <https://www.eeoc.gov/filing-charge-discrimination>.

Provide the date (month, day, year) when the LAST incident of the above selected Grievance(s) occurred:

Provide the full name and job title of everyone involved in the Grievance:

Please provide a detailed summary of your reasoning for filing this Grievance as outlined in the above criteria:

What documentation will you be providing?

(continued next page)

What relief are you seeking?

LAW ENFORCEMENT PARTY

DATE