

Grievance Form

(Agency without grievance procedures)

Pursuant to Oklahoma Administrative Code (OAC) 260:130-31-5, If a state employee desires to file a formal grievance, then said employee must do so by 1) using the Civil Service Division's online filing system; and 2) filing the form prescribed by the Civil Service Division. Please be advised, the state employee must adhere to OAC 260:130-31-2 before filing. The process for filing is published on the [OMES Civil Service Division grievance portal](#).

This form is intended for communication purposes only.

Date:		
Name:		Employee ID No.:
Phone:	Email:	
Address:		
What agency are you filing a grievance against?		
Direct supervisor's name:	Phone:	Email:

The law enforcement parties may file a grievance with the Civil Service Division 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.

In accordance with OAC 260:130-31-8, 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). [Learn how to file a discrimination charge with the EEOC](#).

Provide the date (month, day, year) when the LAST incident of the above-mentioned grievance occurred:
Provide the full name and job title of everyone involved in the grievance:

Provide a detailed summary of your reasoning for filing this grievance as outlined in the criteria on Page 1:

What documentation are you providing?

What relief are you seeking?

Signature of law enforcement party

Date