



Civil Service Division Online Tutorial

OMES CSD Website

Step 1 – Select the **Online Filing System** tab on the left.

Documents & Forms

Rules & Reports

Online Filing System

FAQ

Docket

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About Civil Service Division

The Civil Service Division of OMES Human Capital Management was established by House Bill 1146, the Civil Service and Human Capital Modernization Act. The purpose of the act is to modernize and reform the state's civil service system by consolidating administrative human resource functions under the state's central Human Capital Management division and to establish and maintain a State Employee Dispute Resolution Program to provide dispute resolution services for state agencies and their employees.

Mission

Step 2 – Select the **Link** to the right of **Online Filing System**.

Human Capital Management | Civil Service

Documents & Forms

Rules & Reports

Online Filing System

FAQ

Docket

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Online Filing System

Description	File Type
Online Filing System	Link
Online System Tutorial	PDF

Step 3- Click **sign in** at top right.

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Home | Q | **Sign in**

Civil Service Division

Civil Service Division hearings shall be held via video conference (i.e. Microsoft Teams), in person, or any other location determined appropriate. Please contact us at CivilServiceDivision@omes.ok.gov for more information. Requested in-person hearings are conducted at the Denver Davison building located at 1915 N. Stiles Ave, Oklahoma City, OK 73105.

COMPLAINT PROCESS

[Petition](#)

In accordance with the Civil Service and Human Capital Modernization Act, 62§34.301(C), employees have 10 business days to file a complaint with the Civil Service Division (CSD) after receiving a disciplinary action or alleged punitive transfer. If the hearing process is required, the hearing shall take place within thirty (30) business days from the filing of the complaint.

Employees filing a complaint with the CSD shall prove that there was no reasonable basis for the disciplinary action by the state agency. The review of the merits of the complaint shall be limited to the employee disciplinary file directly at issue.

CSD will receive and hear the following complaints in regard to:

- Written Reprimands
- Alleged Punitive Transfers
- Suspension Without Pay
- Involuntary Demotions
- Termination

GRIEVANCE PROCESS

[Grievance Form](#)

Pursuant to House Bill 1138, state employees employed to perform duties as outlined in paragraph 6 of subsection E of Section 3311 of Title 70 and Section 2-105 of Title 47 of the Oklahoma Statutes shall be able to file grievances with the Civil Service Division ("CSD").

A Law Enforcement Party will have the opportunity to mediate a grievance or have the matter heard by an Administrative Law Judge.

If a state employee files a Grievance based on Discrimination, then the Civil Service Division shall defer and direct the Law Enforcement Party to use the services provided by the EEOC. If an Agency discovers that a filed Grievance is based on Discrimination during its Grievance Investigation, then the Agency shall 1) defer and direct the Law Enforcement Party to the use services provided by the EEOC; and 2) provide notice of the decision to the Civil Service Division via written notice. The current link to file a charge with the EEOC is located here: <https://www.eeoc.gov/filing-charge-discrimination>.

Step 4- Click the **Create/Update Petition** button.

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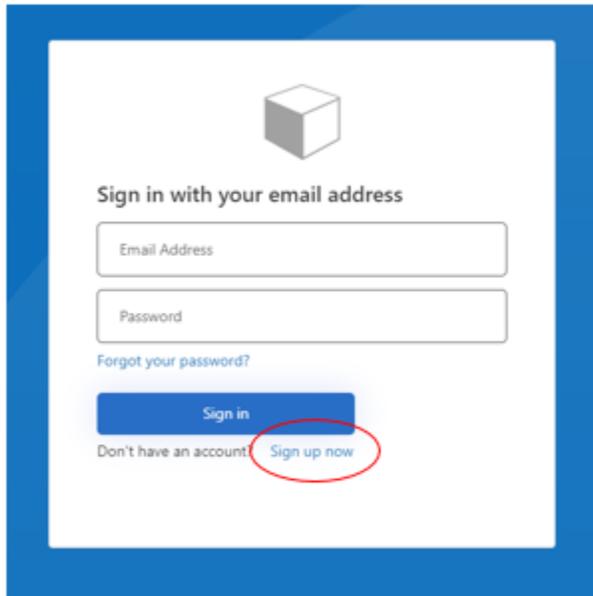
[Sign in](#) [Register](#) [Redeem invitation](#)

External SignIn

[Azure AD](#) [Create / Update Petition](#)

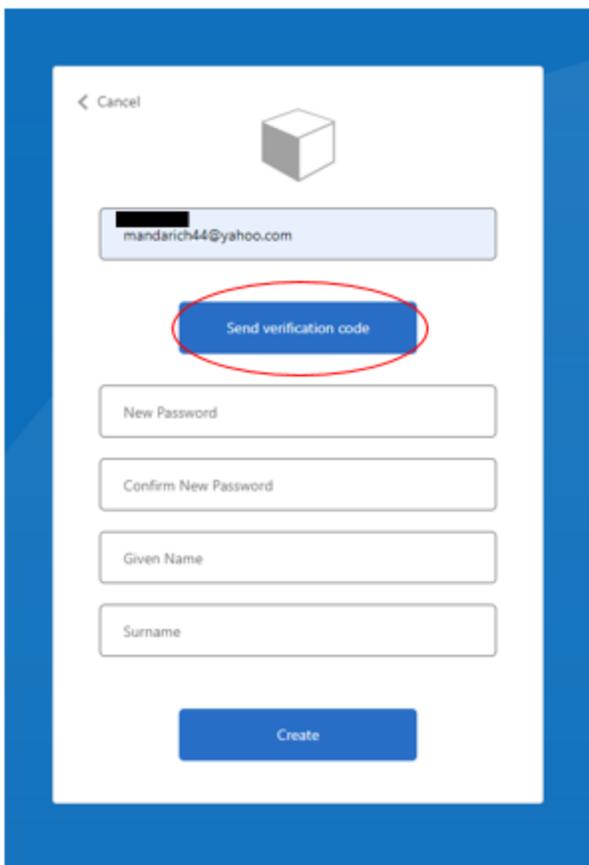
Step 5 – If you have never filed a complaint with CSD, select **Sign up now**

If you have filed a complaint before, enter your **Email Address** and **Password** and skip to Step 8 to edit personal information or Step 9 to complete the complaint details.



The image shows a sign-in screen with a blue border. At the top center is a 3D cube icon. Below it, the text "Sign in with your email address" is displayed. There are two input fields: "Email Address" and "Password". Below the "Password" field is a link that says "Forgot your password?". At the bottom left is a blue button labeled "Sign in". To the right of the "Sign in" button is the text "Don't have an account?" followed by a blue link labeled "Sign up now" which is circled in red.

Step 6– Provide the email address at which you would like to receive email notifications from CSD. Select **Send Verification Code**.



The image shows a registration screen with a blue border. At the top left is a back arrow and the word "Cancel". At the top center is a 3D cube icon. Below it is an input field containing the email address "mandarich44@yahoo.com". Below the email field is a blue button labeled "Send verification code" which is circled in red. Below this button are four more input fields: "New Password", "Confirm New Password", "Given Name", and "Surname". At the bottom center is a blue button labeled "Create".

Step 7– Retrieve verification code from your email and select **Verify Code**. After you enter a password, select **Create**.

Step 8– Now that you have created an account, you can start your **New Complaint Petition**.

Civil Service Division

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COMPLAINT PROCESS

Petition

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Employees filing a complaint with the CSD shall prove that there was no reasonable basis for the disciplinary action by the state agency. The review of the merits of the complaint shall be limited to the employee disciplinary file directly at issue.

GRIEVANCE PROCESS

Grievance Form

Pursuant to House Bill 1138, state employees employed to perform duties as outlined in paragraph 6 of subsection E of Section 3311 of Title 70 and Section 2-105 of Title 47 of the Oklahoma Statutes shall be able to file grievances with the Civil Service Division (“CSD”).

A Law Enforcement Party will have the opportunity to mediate a grievance or have the matter heard by an Administrative Law Judge.

If a state employee files a Grievance based on Discrimination, then the Civil Service Division shall defer and direct the Law Enforcement Party to use the services provided by the EEOC. If an Agency

Step 9– Select Start New Petition.

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Home | User Summary | New Complaint Petition | Stacey Foster

Last Name (Parent)	First Name (Parent)	Street 1	City	State/Province	ZIP/Postal Code	Primary Phone (Parent)	Email (Parent)
Foster	Stacey	1234 Street St.	Midwest City	Oklahoma	73130		@yahoo.com

Please review the above information. This information will be used to contact the Complainant regarding the claim. To modify the information, click the and select edit. Once the information has been modified, select "Submit" at the bottom of the page.

Step 10 – Complete the details of your complaint.

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COMPLAINT DETAILS

What type of disciplinary action are you filing your complaint about? *

Termination

Employee ID Number

123456

Agency against whom the complaint is filed *

Test Agency

Are you requesting mediation? *

No Yes

Are you requesting a Hearing?

If you do not elect to go through the hearing process, your complaint petition and your disciplinary file will be sent to an administrative law judge to review the merits of your case and will make a ruling without going through the hearing process. Are you requesting a hearing?

No Yes

Date disciplinary action was taken *

5/3/2022

Please provide the basis for the complaint stating all the facts. *

I was wrongfully terminated because I followed my supervisor's directions

If the action was not taken in person, please provide a description of how the employee was provided notice of the action.

Online meeting through Microsoft Teams

What remedy are you seeking? *

Reinstatement of my employment

You can make the fields bigger by selecting and dragging the bottom right corner of the entry field.

Please provide the basis for the complaint stating all the facts. *

I was wrongfully terminated because I followed my supervisor's directions

If the action was not taken in person, please provide a description of how the employee was provided notice of the action.

Online meeting through Microsoft Teams

Step 11 – Add files if needed by selecting **Add files** and then **Browse**. No need to upload a complaint petition form because a system-generated form will be created when you finish filing your complaint. The files you add should support your case. If you did not have enough room to provide the basis for your complaint on the previous screen, you can upload a document with your full explanation here.

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Home | User Summary | New Complaint Petition | Search | Stacey Foster ▾

Complaint Number
CSD-2022-2102

CSD Document Upload

Add files **New folder**

There are no folders or files to display.

Note Text

There are no notes to display.

Next

Copyright © 2022. All rights reserved.

Add files



Choose files

C:\Users\100132\OneDrive - **Browse...**

Overwrite existing files

Add files

Cancel

Step 12 – If you have an attorney or someone who will be assisting you with the process and we can speak with them regarding your case, fill in the **Representative** information. You must provide your digital signature in the **Complainant Signature** field. Your petition will not be complete until you provide your digital signature. Complete fields and select **Submit**.

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****Optional section if you have someone assisting you with your complaint process.**

Representative Name

Representative Address1

Representative City

Representative State

Representative Postal Code

Representative Signature

Representative Signature Date

Representative Telephone

Representative Email

Complainant Signature *
I attest that the information I submit in this complaint and in any required accompanying or subsequent documentation is true and accurate to the best of my knowledge.

Complainant Signature Date

Submit

Step 13– You will receive an email with a system-generated complaint petition for your records.

← Back | Archive | Move | Delete | Spam | ...

Complaint Petition Has Been Received - Complaint Number CSD-2022-2102

Civil Service Division <civilservicedivision@omes.ok.gov>
To: stacey.foster78@yahoo.com
Cc: Civil Service Division

Stacey Foster
1234 Street St.
Midwest City, Oklahoma 73130

Dear Stacey Foster,

Thank you for completing your complaint petition concerning your Termination. The Civil Service Division (CSD) has received your petition and will notify the agency a complaint has been filed. The CSD will be scheduling your dates for mediation, pre-hearing conference, and hearing if applicable and will send this information in separate correspondence.

If you have any questions regarding the processing of your complaint, please contact us at (405) 522-2177 or CivilServiceDivision@omes.ok.gov

Sincerely,

Stacey Foster
Civil Service Division Director
Civil Service Division

Please do not reply to this message. This email was sent from a notification-only email address.

CSD-2022-2...pdf
1 of 3

Any time new documents are uploaded to your complaint, you will receive a notification email. You can review your complaint and documents by selecting the **User Summary** page.

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Home | **User Summary** | New Complaint Petition | Search | Stacey Foster -

Civil Service Division

In accordance with the Civil Service and Human Capital Modernization Act, 62(34.301 C , employees have 5 business days to file a complaint with the Civil Service Division (CSD) after receiving a disciplinary action or alleged punitive transfer. If the hearing process is required, the hearing shall take place within twenty-five (25) business days of the action.

Employees filing a complaint with the CSD shall prove that there was no reasonable basis for the disciplinary action by the state agency. The review of the merits of the complaint shall be limited to the employee disciplinary file directly at issue.

CSD will receive and hear the following complaints in regards to:

- Written Reprimands
- Alleged Punitive Transfers
- Suspension Without Pay
- Involuntary Demotions
- Termination

CSD will also receive Whistleblower complaints for the Attorney General's office to investigate.

The **User Summary** screen will show you all the complaints you have filed. Selecting the **Complaint Number** will allow you to edit the complaint details and view your documents.

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Home | User Summary | New Complaint Petition | Search | Stacey Foster -

Last Name (Parent)	First Name (Parent)	Street 1	City	State/Province	ZIP/Postal Code	Primary Phone (Parent)	Email (Parent)
Foster	Stacey	1234 Street St.	Midwest City	Oklahoma	73130	[REDACTED]	[REDACTED]@yahoo.com

Please review the above information. If any information needs to be updated, click the and select edit. Modify the incorrect information and then select "Submit" at the bottom of the page.

Search

Complaint Number ↑	Last Name (Complainant)	Combined (Petition Status)	Agency	Disciplinary Action Date	Created On
CSD-2022-2102	Foster	New-	Test Agency	5/3/2022	5/5/2022 9:54 AM

If you have any questions, please email CivilServiceDivision@omes.ok.gov.