

## INSTRUCTIONS FOR THE GRIEVANCE PROCEDURE

**Step 3.** The employee must submit Form 5 to Employee Relations Department of the Personnel Board within **five (5) calendar days** of receipt for the department head's response Form 4 or its due date if the employee disagrees with the response.

**IMPORTANT:** If the Director determines that the matter is subject to adjustment under Rule 15, then he shall appoint a Hearing Officer, next in order from a list of such local attorneys who serve as Hearing Officers for other appeal cases before the Board.

**WHAT IS NOT GRIEVABLE:** Notwithstanding any other provision of this Rule 15, the following matters are not subject to adjustment under the grievance procedure. If any of these exclusions applies, the matter is not grievable:

- a. Matters addressed by, or discussed in, another Rule (i.e., classification, pay, reductions-in force, efficiency ratings, etc.), regardless of whether the other Rule contains an appeal procedure. An employee may not circumvent this exclusion by alleging that the Rule in question was applied in an illegal, retaliatory, disciplinary, or other unfair manner;
- b. Loss or absence of premium pay;
- c. Oral and/or written reprimand or an informal performance evaluation;
- d. Matters subject to appeal under Rule 12 of these Rules;
- e. Assignment-related matters such as changes in duties within Class, off-days, shift and vacation scheduling, except those assignments considered disciplinary. To avoid this exclusion, allegations of disciplinary motive must be supported by specific facts; and
- f. Matters relating to an appointing authority's internal policy or rules that are applied consistently to all Classified Employees and for which there exists no conflict with these Rules or the Act. To avoid this exclusion, the employee must specify the manner in which the policy or rule was applied inconsistently. The Rules and Regulations are not an "internal policy or rule" for purposes of this exclusion.

**QUESTIONS?** If you have any questions, please contact Employee Relations at (205)279-3474.

Home Mailing Address:		
Street Address		
City	State	Zip Code
Home Phone Number: (                    )		Work Phone Number: (                    )
Cell Phone Number: (                    )		Email Address: (                    )

