



Grievance Notification Request

Pursuant to SCDPS Policy No. 400.10 (Grievance), covered employees may grieve certain employment actions. Prior to filing a grievance, please review SCDPS Policy No. 400.10 to determine if the employment action you wish to grieve is grievable. Please note that Counseling and/or Coaching Sessions, Level I Reprimands, and Level II Reprimands are not grievable. Further, a Covered Employee who voluntarily resigns or voluntarily accepts a Demotion, Reclassification, Transfer, Reassignment, or Salary Decrease shall waive any and all rights to file a Grievance concerning such actions. Finally, probationary employees, temporary employees, temporary grant employees, and time-limited project employees do not have grievance rights.

I wish to initiate a grievance of the following employment action: _____

Date of Action: _____

Employee Name: _____

Date of Hire: _____

Mailing Address: _____

Personal Phone Number: _____

Personal Email: _____

In the event that the employment action is determined to be grievable, the agency's grievance process allows both parties to elect to mediate the grievance. The mediation process allows the parties to seek a mutually agreeable resolution without the need for a protracted dispute. If you would like to attempt to mediate the above-referenced matter, please indicate accordingly:

Yes, I voluntarily agree to participate in the mediation process and defer the Grievance Review Panel hearing.

OR

No, I do not wish to participate in the mediation process. I understand this selection means that this matter will be referred to the Grievance Review Board for a hearing.

Employee Signature: _____

Date: _____

If the Covered Employee wishes to initiate a Grievance, they must notify OHR in writing (via mail or e-mail) by completing and submitting the Grievance Notification Request to OHR within fourteen (14) Calendar Days of the effective date of the action, or when the Covered Employee is notified of the action, whichever is later. Failure by the Covered Employee to comply with the internal time periods described in this policy constitutes a failure to exhaust administrative remedies and waives the Covered Employee's right to further continue the Grievance. The internal time periods of the department grievance procedure, however, may be waived upon the mutual written agreement of both parties. The forty-five (45) Calendar Day period for action by the department may not be waived except by mutual written agreement of both parties.

You may contact SCDPS OHR by mailing this form to the address listed below or by emailing this form to EmployeeRelations@SCDPS.gov.