

KNOW *your* RIGHTS

GRIEVANCES

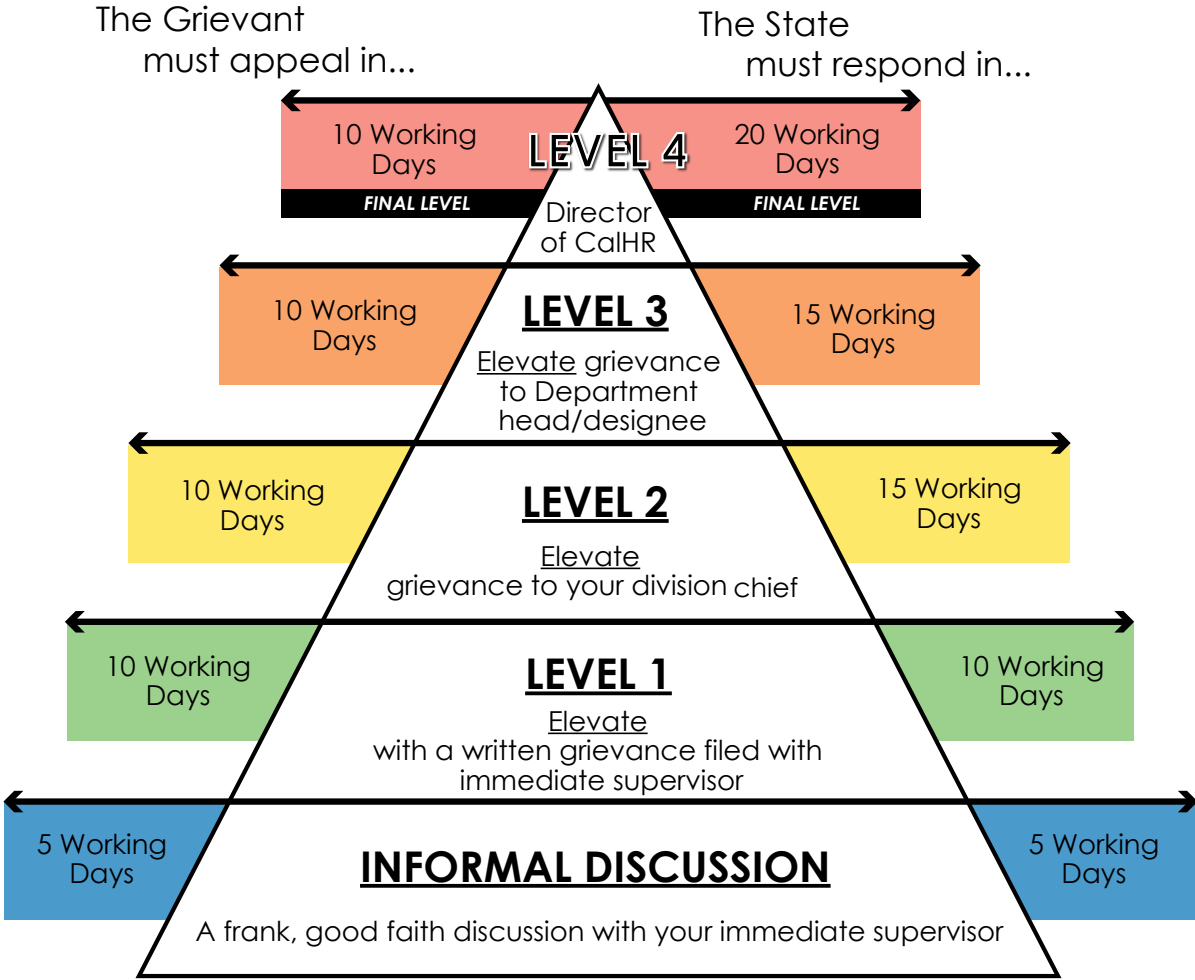
QUESTIONS AND ANSWERS:

- » **What is a grievance?** – A grievance is a dispute of one or more excluded employees involving the application or interpretation of a statute, regulation, policy or practice which falls under the jurisdiction of the California Department of Human Resources (CalHR.)
- » **When should I file a grievance?** – A formal grievance may be filed no later than ten (10) work days after the event or circumstances occasioning the grievance. The first level of review shall respond to the grievance in writing within ten (10) work days after the receipt of the formal grievance.
- » **How do I file a grievance?** – You will need to complete an **Excluded Employee Grievance – STD 631** form and prepare a Grievance Statement including the following details: who, what, where, when, how, why. Also, include the alleged statute, regulation, policy or practice violated and include a proposed remedy.
- » **How does the grievance process work?** – The grievance procedure consists of four levels of review and permits you to grieve an issue via channels to the head of your department and thereafter, if you choose, to the director of the California Department of Human Resources. You should review the procedure and timeline on the back of this brochure before you proceed with the preparation of your grievance.
- » **Can I have representation?** – As a member of the Association of California State Supervisors, you have access to professional representational services. The conduct and extent of such representation is governed by ACSS Operating Policy & Procedure file. Furthermore, you may be authorized a reasonable amount of work time, as determined by the appointing power and approved by the Director, to prepare and present a grievance. Please contact your local ACSS Labor Relations Representative for assistance.

To file a grievance, download **Grievance Form STD - 631**
at www.ACSS.org/Representation/Grievances.

GRIEVANCE TIMELINE

Grievance: A dispute of one or more employees involving the application or interpretation of a statute, regulation, policy or practice which falls under the jurisdiction of the departments.



For an explanation of the process at each level, please refer to the **Grievance Terms** on the **How to Prepare an Effective Grievance** page on our web site.

**IF YOU HAVE A CAREER ISSUE,
CALL US FIRST AT (800) 624-2137**



ASSOCIATION OF CALIFORNIA STATE SUPERVISORS

CAREER REPRESENTATION
POLITICAL ACTION
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