HRDG 4771 - Administrative Grievance System - Section D

Last Modified:

Subchapter 4771
Administrative Grievance System
Section D - Appeals

- Purpose
- Representative Disapproved
- Grievance Rejected
- Grievance Denied
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Purpose	The purpose of an appeal is to provide a Grievant an opportunity to have a third party review when: • the agency disapproves a requested representative; • the agency cancels or rejects a grievance; • the agency issues an unfavorable decision on the grievance at the formal stage; or, • the agency fails to complete the overall processing of a grievance within a total of **90 calendar days** from the date the grievance was initially filed.
Representative Disapproved	The appropriate Employee & Management Relations Branch will notify a Grievant, in writing, if their choice of a representative is not acceptable. A Grievant may appeal the disapproval to the Director **,** OHRM within **ten (10) calendar days** of receipt of the disapproval notice.
Grievance Rejected	The appropriate Employee & Management Relations Branch will notify a Grievant, in writing, if their choice of a representative is not acceptable. A Grievant may appeal the disapproval to the Director **,** OHRM within **ten (10) calendar days** of receipt of the disapproval notice.

Grievance Denied	If dissatisfied with the formal grievance decision, within **ten (10) calendar days** of receiving the decision, a Grievant may request a final decision by the agency head with or without a third party review. If a third party review is requested, the appropriate Employee Relations Branch will forward the grievance to the Director, OHRM, who will assign it to a Departmental Grievance Examiner (GE) for review. The GE will issue a recommended decision to the agency head, who may then do one of the following: • Adopt the recommendation as the final decision on the grievance, or grant more relief to the Grievant than recommended; or, • Appeal the recommendation to the Director, OHRM. The Grievant will receive a final decision from the Director, OHRM. If a third party review is not requested, the agency head will issue their decision within the required timeframe.
Time Limit Missed	If the agency fails to render a grievance decision within 90 **calendar days** from the date that the grievance was initially filed, the Grievant may file an appeal with the Director, OHRM, within **ten (10) calendar days** of the end of the **90 days.**

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