

Grievance Procedures & Instructions

CS Form 6C

Policy & Informal Discussion:

It is the intent and desire of the Hillsborough County Civil Service Board to encourage discussion of any employee grievance on an informal basis between the supervisor and an employee. Such discussion should be held with a view to reach an understanding which will resolve the matter without the need for recourse to the written grievance procedures.

However, any member of the classified service shall have the right at any time to secure consideration of any grievance without fear of reprisal, retaliation, or discrimination. Matters of concern to employees should be treated seriously, promptly, and with as much confidentiality as possible by those person in a position to provide redress.

| <u>Form:</u> | <u>Forwarded to:</u> |
|-----------------|---|
| CS Form 6A..... | Immediate Supervisor |
| CS Form 6B..... | Second-line Supervisor |
| CS Form 6C..... | Next-in-line Supervisor (form for contacting each additional supervisor up to the agency head) |
| CS Form 6D..... | Civil Service Office |

Appealing the decision to your Next-in-line Supervisor(s)

CS Form 6C

Step #1: To appeal the decision to the next level, you must present CS Form 6C to your next-in-line supervisor within 5 working days, or 1 calendar week after receipt of the response, or lack thereof, from the responding management official.

- ✓ In addition to completing CS Form 6C, you must attach a copy of the original CS Form 6A, as well as CS Form 6B, and any previously completed 6C CS Forms so that your next-in-line supervisor has the information available as to original grievance and the proposed solutions by your immediate as well as second-line supervisors.

Section 1: Please complete this section with your next-in-line supervisor's name, the current date, as well as the date that you received the prior management official's response.

Section 2: Please indicate the reasons that you are appealing your second-line supervisor's decision. It is important that you only address the reasons why you are appealing the decision, NOT additional grievances. Any additional grievances or issues that should arise MUST be addressed on a SEPARATE form.

- Please indicate the number of attachments to your CS Form 6C, as well as printing & signing your name in the appropriate area.

* *It may be in your best interest to make copies of all sent & received forms throughout the grievance process for your own records & documentation!*

Step #2: Present your grievance (CS Form 6C & attached CS Form 6A & 6B) to your next-in-line supervisor who then has 5 working days to review, respond, and return the completed form to you.

Step #3: If you are not satisfied with the solution that your next-in-line supervisor provides, and that supervisor is the head of your agency, you may then direct ONLY the grievance stated on the original CS Form 6A to the Civil Service Board for review and/or hearing. HOWEVER, if the supervisor that you have sent CS Form 6C to is not your Agency Head, you must file additional CS Form 6C forms to your next-in-line supervisors until you have reached your Agency Head.

Section 3: If you agree with the management official's solution, please complete this section with his/her name, the current date, an "X" marked if you agree with the presented solution, your signature, and then return a copy of all of the CS Forms to the responding management official for documentation.

* *If the responding management official does not respond within 5 working days (7 calendar days) of receipt of your CS Form 6B, or you do not agree with his/her solution, you may appeal to your next-in-line supervisor up to your Agency Head.*

Employee Grievance Form
CS Form 6C

Section 1:

To: _____
(Next-in-line Supervisor)

(Today's Date)

NOTE: To be acceptable, an appeal must be filed within five (5) working days, or seven (7) calendar days following the previous supervisor's suggested solution.

(Date of previous Management Official's Response)

Section 2:

In accordance with Civil Service Rule 14, I respectfully request your further consideration in resolving the matter as described on the attached Civil Service Form 6A. As evidenced by the attached documents, this grievance has been presented to all appropriate management officials in succession, without resolution.

REASON FOR APPEALING THE DECISIONS OF MY PREVIOUS MANAGEMENT OFFICIAL'S RESPONSE: (Please attach additional pages if necessary) _____

(Employee's Signature)

(Employee's Printed/Typed Name)

_____ Number of Attachments

Management Official's Response:

To: _____
(Employee/Grievant)

(Today's Date)

NOTE: The responding management official must respond no later than five (5) working days, or seven (7) calendar days, whichever is sooner.

(Date of Receipt)

I have reviewed the grievance as described on the attached Civil Service Form 6A, the response of your Immediate Supervisor, your reason for appeal; and, offer the following comments: (Please attach additional pages if necessary) _____

Should this remedy not meet your expectations, you are hereby advised that in accordance with Civil Service Rule 14, you may present the grievance to your Next-in-line Supervisor in succession, up to the Appointing Authority, or his/her designated representative, or to the Director of the Civil Service Board, as appropriate.

(Management Representative's Signature)

(Management Representative's Printed/Typed Name)

_____ Number of Attachments

(Management Representative's Title)

Section 3:

To: _____
(Responding Management Official)

(Today's Date)

I accept your solution to the grievance as presented.

NOTE: If you do NOT accept the responding management's solution, you may forward your grievance on CS Form 6C to your next-in-line supervisor in succession, up to the Appointing Authority, or his/her designated representative, or to the Director of the Civil Service Board, as appropriate.

(Employee's Signature)