

Grievance Procedures & Instructions

CS Form 6D

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 the Civil Service Board

CS Form 6D

Step #1: To appeal the decision to the Civil Service Director level, you must present CS Form 6D to the director within 5 working days, or 1 calendar work week after receipt of the response, or lack thereof, from the responding management official. If management does not respond within 10 working days or 2 calendar weeks of your filing of the last CS Form 6C, you may also file CS Form 6D.

✓ In addition to completing CS Form 6D, you must attach a copy of the original CS Form 6A, CS Form 6B, as well as all CS 6C forms that the director has the information available as to original grievance and the proposed solutions by your immediate, second-line supervisors and succeeding management officials..

Section 1: Please complete this section with the current date, as well as the date that you received the prior management official's response.

Section 2: Please state ALL of the Civil Service Law or Rule(s) and/or Appointing Authority Policy(s) that have been violated.

✓ **NOTE:** The rules stated on CS Form 6D must be the same as the rules originally stated on CS Form 6A.

Section 3: Please complete this section with your signature, printed name, department or agency you work with, as well as the number of attachments to your CS Form 6D.

* *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 6D & attached CS Form 6A, 6B and all 6C forms) to the Civil Service Office within 5 working days or 7 calendar days of receiving the response from your prior management representative.

Hillsborough County Civil Service
Employee Grievance Form
CS Form 6D

Section 1:

To: Director
Civil Service Board
County Center, 17th Floor
601 East Kennedy Boulevard
Tampa, Florida 33602

(Today's Date)

(Date of previous Management Official's Response)

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

Section 2:

In accordance with Civil Service Rule 14, I hereby request a formal review and/or hearing by the Civil Service Board to resolve the grievance as described on the attached CS Form 6A.

As evidenced by the enclosed documents, this matter has been presented to the appropriate management officials within my department/agency, as required by Civil Service Rule 14.

I BELIEVE THIS GRIEVANCE MATTER IS IN VIOLATION OF CIVIL SERVICE
LAW OR RULE(S) AND/OR APPOINTING AUTHORITY POLICY(S): _____

Section 3:

(Employee's Signature)

(Employee's Printed/Typed Name)

(Employee's Agency/Department)

_____ Number of Attachments

1. CS Form 6A
2. CS Form 6B
3. CS Form 6C