

## **EMPLOYEE GRIEVANCE POLICY SUMMARY OF POLICY REVISIONS**

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8-6-2020

Policy reviewed by Diversity and Workforce Services Division to confirm alignment with current practices and by Legal, Commission, and Policy Division to confirm alignment with statutory, rule(s), and other policies. Reported to SHRC on August 6, 2020.

- Policy was updated to include the protected classes of gender identity and sexual orientation following the U.S. Supreme Court decision in *Bostock vs. Clayton County*.
- Term Mediation Director changed to Mediation Coordinator.

12-1-2013

(Approved at the December 12 Commission Meeting) As a result of feedback received from various agencies concerning the Dec 1 policy changes approved at the Oct 17 commission meeting, additional changes were made to strengthen and provide additional clarity to the grievance policy. The commission approved a 12-1-2013 retroactive effective date to replace the previous policy they approved effective on that same date. This replaces the previous approved policy.

12-1-2013

(Approved at the October 17 Commission Meeting) Policy replaces two grievance policies (Employee Appeals and Grievances and Employee Mediation and Grievances Process)..Policy was change to comply with the law change that resulted from ratification of HB 834.

- Creation of two informal grievances processes for alleged unlawful discrimination, harassment or retaliation and for policy violations
- Mediation is the first step of the internal grievance process.
- Step 2: Review by a Hearing Officer or Hearing Panel
- Hearing Officer/Panel drafts recommendation for Final Agency Decision

- Recommendation will be reviewed by the Director of the Officer of State Human Resources
- Final agency decision shall be issued in writing within 90 calendar days of the initial filing.

6-1-2012

Revised to reflect the changing roles of the State Personnel Commission and the Office of Administrative Hearings in rendering a Decision and Order in contested cases. The Alternative Dispute Resolution Procedures were removed from the policy. There were also other minor editorial and policy clarification changes.

2-1-2011

The 2010 General Assembly passed House Bill 961 which, among other things, made the disciplinary letter public information. This rule explains how to mesh the statutory requirement that the dismissal letter be public with the reality that the final dismissal letter might not contain the same reasons as originally used. It also provides a process that contemplates that the employee might in fact be reinstated as a result of the internal appeals process and not even be dismissed as a final agency action.

10-1-2001

Revised to include as grievable issues violation of the FLSA, Age Discrimination Act, FMLA or ADA. (Delete "Failure to follow systematic procedures in reduction in force (not alleging discrimination).")