

(Name of Organization)

# Standardized Grievance Form

Please read the (name of organization) Employee Grievance Procedure prior to filing a grievance.

## Employee Information

Employee's Name:	Job Title:	Division and Work Unit:
Social Security Number:	Daytime Phone:	Mailing Address:

## Grievance Information

Date of Occurrence: _____	Have you discussed this issue with your supervisor? Γ yes Γ no	Supervisor's Name:
<b>Note: Must be within 10 days of filing</b>	Date(s) of discussion:	Supervisor's Phone:

**Issue of Grievance:** (Please read the list of issues that are not grievable on the back of this form.)

List specific problem(s)/issuc(s). Example: written reprimand, leave without pay, etc.:

For clarification of the issues of your grievance, please provide statements regarding the unfavorable employment decision/condition which is the subject of this grievance. (Describe what happened, when and where, how your employment has been affected, and indicate names of others involved. Attach any supporting documentation.)

**Relief Requested:** Indicate the action(s) that would resolve your grievance.

My signature indicates that the information contained on this form and attachments to this form are true and factual to the best of my knowledge.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Signature

**Group Grievance:** If this is a group grievance, attach a list of all employees who are parties to the grievance. The list must include each employee's name, social security number, day time phone number and signature. The list must also designate one employee as spokesperson for the group.

For Personnel Office Use

\_\_\_\_\_  
Received

\_\_\_\_\_  
Signature of Personnel Officer

Note: Grievance is not officially filed until this form is received by the Personnel Office

## Non-Grievable Issues for Employees

The following issues are not eligible for processing through the McIntosh Trail Community Service Board Employee Grievance Procedure.

1. Issues which are pending or have been concluded by the Georgia Commission on Equal Opportunity, or through other administrative or judicial procedures.
2. Issues which are subject to appeal, review, or relief through other provisions of the Rules of the State Personnel Board.
3. Performance responsibilities, expectations, and evaluations.
4. Relocation of employees, except where the costs of relocation qualify for reimbursement under regulations promulgated by the Office of Planning and Budget. (applies to classified employees only)
5. Temporary work assignments.
6. Permanent changes in working hours or duties and responsibilities unless such changes are unsafe, illegal, discriminatory, a prohibited practice, or can be shown to adversely affect the employee's personal employment.
7. Budget and organizational structure, including the number or assignments of positions in any organizational unit.
8. Internal security practices established by McIntosh Trail CSB.
9. The selection of an individual to fill a position, unless it is alleged that the selection is in violation of the agency's written policy or State Personnel Board rules on filling vacancies.
10. Demotion or an employee on working test. (applies to classified employees only)
11. Termination, demotion, reassignment, furlough, layoff from duties because of lack of work, or other actions resulting from a reduction in the work force or job abolition.
12. Any matter which is not within the jurisdiction or control of McIntosh Trail CSB.

If the subject of your grievance is related to any of the areas listed above, your grievance cannot be processed through the Employee Grievance Procedure.

For Assistance

Contact: Shanda Wheeler  
between the hours of (8:00 a.m.) and (5:00 p.m.) Monday through Friday

Telephone: 770-358-8264  
E-mail Address: [swheeler@mctrail.org](mailto:swheeler@mctrail.org)

Mail, fax, or hand deliver your grievance to the following:

*Shanda Wheeler, Personnel Manager  
McIntosh Trail CSB, Area Administration  
1501-A Kalamazoo Drive  
Griffin, GA 30224*

*Phone: 770-358-8264  
Fax: 770-229-3223*