



Civil Service Board Filing Timelines

- In general, Grievances and Appeals shall not be considered filed until received by the office of the Civil Service Board
- An employee cannot file a Civil Service grievance or appeal concerning a matter which is being considered under a collective bargaining agreement or the Public Employee Relations Commission. CSPRR 9.01(5)
- All grievances shall refer to the specific Civil Service and Personnel Rules and Regulations pertaining to the employee rights
- When requesting a Civil Service Board hearing the processes and timelines for a timely filing are listed below

Non-Promotion-Related Grievances

- In accordance with CSPRR Addendum No. 1, all non-promotion-related grievances shall follow the four (4) step procedure below, unless otherwise agreed to in writing by the parties.

Non-Promotion Related Grievance Process						
Step I		Step II		Step III		Step IV
Verbal		Written		Written		Written
Employee has knowledge of grievance/Contacts Immediate Supervisor	Immediate Supervisor communicates decision to Employee	Employee submits grievance to Division Chief	Division Chief notifies Employee of decision	Employee submits grievance to Department Head	Department Head notifies Employee of decision	Employee files grievance with Civil Service Board
10 working days	2 workings days	5 working days	5 working days	5 working days	5 working days	5 working days

Promotion-Related Grievances

- In accordance with CSPRR Addendum No. 1, all promotion-related grievances shall follow the below two (2) step procedure, unless otherwise agreed to in writing by the parties.

Promotion Related Grievance Process		
Step I		Step II
Written		Written
Employee has knowledge of grievance/Files with Head of Personnel	Head of Personnel notifies Employee of decision	Employee files grievance with Civil Service Board
10 working days	10 workings days	5 working days



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Disciplinary Action Appeals

- In accordance with CSPRR 9.04 (6), only permanent, non-probationary employees with Civil Service status may request an appeal hearing for disciplinary actions resulting in one or any combination of the following:
 - Written reprimand
 - Reduction in Compensation
 - Demotion
 - Suspension without Pay
 - Dismissal
- Written reprimands may only be challenged through the grievance process provided in Rule 9.03(2)(a).
- An employee so disciplined must file a written appeal with the Board within **5 working days** after receiving the disciplinary action. CCPRR 9.05(2)(c)

Legal Sufficiency

- GRIEVANCE HEARING - In accordance with CSPRR Addendum No. 1 1.15 LEGAL SUFFICIENCY. Prior to taking evidence on any grievance, the Board Chair may test the legal sufficiency of the grievance and may dismiss the grievance if it is untimely filed, fails to sufficiently allege violations of Civil Service and Personnel Rules and Regulations or is otherwise dismissible as a matter of law.
- DISCIPLINARY APPEAL HEARING - In accordance with CSPRR Addendum No. 2 2.10 LEGAL SUFFICIENCY. Prior to taking evidence on any disciplinary appeal, the Board Chair may test the legal sufficiency of the disciplinary appeal and may dismiss the appeal if it is untimely filed or is otherwise dismissible as a matter of law.
- The Chair's decision to dismiss a grievance or disciplinary appeal prior to a hearing on the merits may be overturned by a majority vote of the Board members present at the hearing.