



**EL PASO COUNTY CIVIL SERVICE COMMISSION  
GRIEVANCE INITIATION FORM**

Complete the following information and return the original to the Civil Service Commission, c/o Human Resources Department **within fifteen (15) calendar days** from the date of the incident.

GRIEVANT'S NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_  
E-MAIL ADDRESS: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_  
DEPARTMENT: \_\_\_\_\_ BUSINESS PHONE: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_  
CELL PHONE: \_\_\_\_\_ ALT. PHONE: \_\_\_\_\_

1. Date of the Incident: \_\_\_\_\_

2. Possible Civil Service Rule(s) Violation: \_\_\_\_\_

3. What are the details of your grievance as they relate to the CSR Violation mentioned in #2? [Be specific with respect to names, dates and locations.] Attach any additional pages if necessary.

4. Provide name and contact information for your Representative as stated in Rule 7.03. (Be sure to include email address, fax #, and contact #.)

5. Per Section VII, Rule 7.22 of the County's Civil Service Rules & Regulations, ***PRE-HEARING MEETING AND OTHER PROCEDURES***:

(b) No fewer than 10 days nor more than 17 days from the filing of a grievance, the COUNTY ATTORNEY shall contact the grievant, or his or her attorney, if represented, and confirm that the grievant (or attorney) has obtained a copy of these rules and regulations;

(c) The Parties may agree to arrange an Alternative Resolution Meeting (ARM). The purpose of an ARM meeting is to determine if a mutually acceptable resolution to the grievance can be achieved prior to the hearing. A member of County Human Resources staff, as assigned by the Director of Human Resources, shall be present at any ARM to facilitate communication. County Human Resources staff may also assist the grievant with the ARM process if the grievant is not represented. However, Human Resources staff may not advocate on behalf of the grievant. In accordance with Texas law, discussions at an ARM are confidential and may not be recorded or otherwise entered into evidence at a grievance hearing or any other matter (see Texas Rule of Evidence 408).

I understand any resolution discussions will not be admissible in a Civil Service Grievance Hearing.

Copies of this grievance initiation form shall be sent to the County Attorney's office for potential resolution as defined within in the ARM's policy.

6. I understand that it is my responsibility to obtain a copy of the El Paso County Civil Service Rules and Regulations. I further understand that I can retrieve an online version via [www.epcounty.com](http://www.epcounty.com).

\_\_\_\_\_  
Initials

\_\_\_\_\_  
Initials

\_\_\_\_\_  
GRIEVANT SIGNATURE

\_\_\_\_\_  
Date

\_\_\_\_\_  
HR SIGNATURE

\_\_\_\_\_  
Date/Time

### Rule 7.03

The employee may represent himself or have a designated representative throughout the grievance process. The employee must designate his representative in writing. During such period of representation, all communications and notices concerning the grievance between the Elected Official/Department Head, the El Paso County Civil Service Commission or the El Paso County Attorney's Office and the employee shall be through the employee's designated representative. In the event that the employee desires to end the representation, the employee shall so notify all affected parties in writing.