



Grievance Initiation Form

Dismissals, suspensions, or demotions grievances shall be filed with El Paso County Civil Service Commission in accordance with the Grievance Procedures Policy. All other (i.e. Performance Evaluations) grievances shall be initially filed with the Elected Official/Department Head.

Complete the following information **within fifteen (15) calendar days** from the date of the incident.

Grievant Information:	Grievant Representative Information:
Grievant Full Name:	Grievant Rep. Name:
Department Name :	E-mail Address:
Position/ Title Name :	Mailing Address:
E-mail Address:	Alternative Phone :
Mailing Address:	Primary Phone:
Alternative Phone :	Rep.'s Signature:
Primary Phone:	Date:
Fill out this section if your grievance is regarding dismissal, suspension, or demotion:	
Date of Incident: _____	
A personal grievance may be filed by a covered employee on one or more of the following grounds. Check mark all that apply:	
<input type="checkbox"/> Improper application of rules, regulations and procedures <i>If checking this box, list specific rules in the space below.</i>	<input type="checkbox"/> Disciplinary actions taken against him/her without proper cause.
<input type="checkbox"/> Retaliation for the employee's exercise of any right they have under Federal or State law	<input type="checkbox"/> Improper application of fringe benefits.
<input type="checkbox"/> Discrimination because of race, religion, color, creed, sex, age, national origin, disability or political affiliation	<input type="checkbox"/> Dismissal, suspension or demotion
Grievance Details:	
Provide details of your grievance. (Be specific with respect to names, dates and locations; attach any additional pages if necessary)	

Initials		
	I understand that it is my responsibility to obtain a copy of the El Paso County Civil Service Grievance Procedures Policy. I further understand that I can retrieve an online version via: http://epcounty.com/hr/documents/policies/Grievance%20Procedures%20Policy.pdf	
	Are you interested in scheduling an Alternative Resolution Meeting (ARM)? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Grievant Signature: _____	Human Resource Representative: _____	
Date: _____	Date / Time Received: _____	

*The purpose of an **Alternative Resolution 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 Chief Human Resources Officer, shall be present at any ARM to facilitate communication.*

- I. In keeping with this policy, all parties shall adhere to the following procedures:*
- a. Grievances shall be filed by using a Grievance Initiation Form, approved by the Chief Human Resources Officer; the grievant should be notified on the Grievance Initiation Form of these ARM procedures and reminded of the link to the Civil Service Rules. Upon completion, this form shall then be forwarded to the County Attorney's Office for consideration of any alternative resolution options.*
 - b. The COUNTY ATTORNEY shall contact the grievant, or his or her attorney if represented, within 10 days after the filing of a grievance and set a date within 5 days of the contact to schedule an Alternative Resolution Meeting (ARM), if agreed by both parties.*
 - c. If an ARM is not agreed by both parties, the County Attorney's Office must notify the Human Resources Department no later than 24 hours of the decision being made, so that the grievance hearing can be set. Hearings before the El Paso County Civil Service Commission will be set for the next available meeting date that is at least twenty-one (21) days after the grievance is filed.*
 - d. If an ARM is agreed, and alternative resolution has been reached, the County Attorney's Office shall provide written notice that an agreement has been reached to the Human Resources Department prior to the next scheduled meeting of the Civil Service Commission. A notification item will be placed on the agenda of the next scheduled meeting indicating such resolution.*

All parties filing documents with the El Paso County Civil Service Commission shall serve a copy of the documents upon the opposing party at the same time.

***Except for good cause shown**, at least seven (7) days prior to the date set for the hearing, all parties shall furnish each other and the El Paso County Civil Service Commission with the names of the witnesses to be called, a summary of their expected testimony, and a copy of each document, record, or exhibit to be introduced at the hearing. Each party is responsible for notifying the witness(es) and requesting the presence of its own witness(es). A party cannot rely on the other party's witness list as a guarantee that a witness will be present.*

For more information, please see the Grievance Procedures Policy.