



SECTION: HR
TOPIC: GRIEVANCE 01
CIVIL SERVICE
FEBRUARY, 2007

ADMINISTRATIVE PRACTICES MANUAL

**SUBJECT: GRIEVANCES
CIVIL SERVICE COMMISSION APPEAL**

RESPONSIBILITY

ACTION

Employee

1. Discuss cause of concern with first line supervisor to attempt to resolve concern through normal management channels.
2. If the concern remains unresolved, submit a written appeal to the Employee Relations Division indicating the cause of concern and the desire to appeal the matter to the Civil Service Commission.

Civil Service Commission

3. Hear the appeal and render a decision.

END OF PROCEDURE