

RESPONSE TO GRIEVANCE
G-STEP 3

EMPLOYEE'S NAME	OFFICE/DEPT:
DATE GRIEVANCE FILED	DATE OF ORAL DISCUSSION

DATE OF OCCURRENCE OF THE ACTION BEING GRIEVED _____

THE FOLLOWING IS THE WRITTEN DECISION REGARDING YOUR GRIEVANCE: _____

DECISION

SERVED: (1) PERSONALLY [] BY ME [] PROCESS SERVER
(2) REGISTERED MAIL TO LAST KNOWN ADDRESS []

_____ (Signature of Agency Head)	DATE:
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IF YOU ARE SATISFIED WITH THE DECISION AND CONCUR WITH THE DECISION, PLEASE SIGN AND DATE THIS DECISION AND RETURN IT TO ME WITHIN **FIVE (5)** WORKING DAYS OF YOUR RECEIPT OF THE DECISION, AND I WILL SIGN YOUR CONCURRENCE AND THE DECISION WILL BE FINAL AND FILED WITH THE HUMAN RESOURCES DIRECTOR.

I CONCUR: DATE: _____

_____ (Signature of Grievant)	_____ (Signature of Agency Head)
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IF YOU ARE NOT SATISFIED WITH THE DECISION AND DO NOT CONCUR, YOU MAY REQUEST A GRIEVANCE HEARING BY SIGNING AND DATING THIS DECISION AND RETURNING IT TO ME WITHIN **FIVE (5)** WORKING DAYS OF YOUR RECEIPT OF THE DECISION, AND I WILL SIGN YOUR REQUEST AND A HEARING WILL BE SET AND YOUR REQUEST FOR HEARING FILED WITH THE HUMAN RESOURCES DIRECTOR.

I DO NOT CONCUR AND REQUEST HEARING: DATE: _____

_____ (Signature of Grievant)	_____ (Signature of Agency Head)
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IF YOU DO NOT RETURN THIS DECISION TO ME OR YOU DO NOT CONCUR WITH THE DECISION AND REQUEST A HEARING AS SET FORTH HEREIN WITHIN **THREE (3)** WORKING DAYS OF YOUR RECEIPT OF THE DECISION, THE DECISION WILL BE FINAL AND A COPY OF THIS DECISION WILL BE FILED WITH THE HUMAN RESOURCES DIRECTOR, WITHOUT YOUR SIGNATURE, AS A FINAL DECISION.

ANY GRIEVANT FILING OR ATTEMPTING TO FILE THIS DOCUMENT WITH THE HUMAN RESOURCES DIRECTOR WITHOUT THE SIGNATURE OF THE AGENCY HEAD SET FORTH IN EITHER THE CONCURRENCE OR THE REQUEST FOR HEARING IS SUBJECT TO DISCIPLINARY ACTION.