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## **Objectives:**

The objectives of this manual are to:

- √ Refresh and build your understanding of the Disciplinary Action process
- √ Enable you to successfully enter the following disciplinary actions into HRIS:
  - Oral Reprimands
  - Written Warnings (a.k.a. Written Reprimands)
  - Suspensions without Pay
  - Involuntary Demotions
  - Discharges
  - Grievances
  - Civil Service Appeals

## Disciplinary Actions Overview

The HR Generalists teams play a key role in ensuring the timely and accurate entry of Disciplinary Actions in HRIS. Since some data entry responsibilities reside with staff from customer departments, members of the HRG Teams need to partner with these employees to make sure the information is entered into HRIS in an accurate and timely manner.

All formal disciplinary actions need to be documented in the system for all employees of the Mayor/City departments and Classified employees of the Park Board. This includes the following actions:

- Verbal Warnings (a.k.a. Oral Reprimands)
- Written Reprimands
- Disciplinary Suspensions
- Disciplinary Demotions
- Discharges and Resignations in Lieu of Discharge

Some collective bargaining agreements may specify the types of disciplinary actions which can be formally documented in an employee's record. For example, some collective bargaining agreements do not recognize verbal warnings as a form of disciplinary action. Members of the HR Generalist teams can assist managers, supervisors and department designees in making sure that the only the appropriate disciplinary actions are entered into HRIS.

If a disciplinary action is equal to or exceeds a full payroll period, (80 Hours), it must also be entered in the employee's Job Data pages. This should be completed by the Department HRIS Representative or Payroll Representative. For an unpaid suspension, use an Action of Suspension/Disciplinary. For a paid suspension, use an Action of Paid Leave of Absence/Administrative Leave.

**Disciplinary suspensions** require adjustments to be made to an employee's longevity and leave accrual eligibility dates.

**Disciplinary demotions** require entering the actions in the employee's Job Data pages. If a demotion is permanent, the employee should be demoted to a position. If it is temporary, the demotion should be into a Job Code and not a position.

## Chapter 1 – Disciplinary Actions Less Than a Full Pay Period (Includes: Verbal & Written Reprimands & Suspensions less than 10 days)

### Overview:

Disciplinary Actions that are less than a full pay period (Less than 80 hours) need only to be entered in the employee's Disciplinary Action record. This includes Verbal Reprimands, Written Reprimands, and Suspensions less than a Full Pay Period (< 10 days).

Each Disciplinary Action should only have one row in HRIS even if it includes multiple violations. In cases with multiple violations (i.e. more than one CSC Rule has been violated) select the "Multiple Violations" (MVI) option in HRIS. The individual CSC Rule violations can be entered into the Description section on the Disciplinary Action page and the Comment Section on the Action Taken page in HRIS. For example, the person entering the information could cite *Sexual harassment* (11.03 B7) and *Discourtesy to public or fellow employees* (11.03 B10).

### Other actions:

1. If you have an electronic (soft) copy of the disciplinary letter, you can copy and paste information right into HRIS either in the Description section on the Disciplinary Action page and the Comment Section on the Action Taken page in HRIS.
2. If you do not have an electronic copy of the disciplinary letter just enter the individual CSC Rule violations and say for further information "See Letter of Determination – Written Warning dated.
3. If you are entering a suspension between one and nine days, sign and date the bottom of the Suspension form to document that you entered this action into HRIS. The white copy of the form should be sent to Central HR and the yellow copy to the Department Personnel file after the disciplinary action is final.)

**(Note:** If each separate CSC Rule violation is entered into HRIS the number of actual disciplinary actions in HRIS is higher than the employee actually has. We then would be counting the number of rule violations instead of the number of disciplinary actions.)

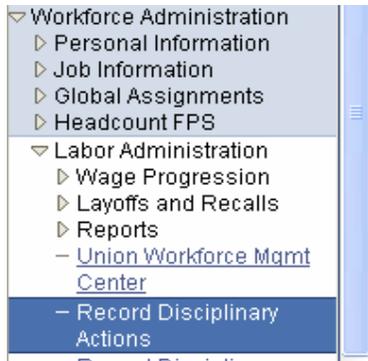
### Scenario:

Herbert Marten, a Systems Integrator V – Data Analyst, is being disciplined for discourteous behavior to coworkers and citizens. A predetermination meeting was held on October 24, 2006. Based on the information gathered during the fact-finding process and the employee's responses, management has decided to issue a written reprimand. In this exercise, we will enter a Written Reprimand into his employment record in HRIS.

Mr. Marten is also under investigation for possible violations of the Respect in the Workplace policy. Specifically it is alleged that he sexually harassed a female coworker.

## Update the Disciplinary Action Pages:

**Navigation:** Home → Workforce Administration → Labor Administration → Record Disciplinary Actions (**Alternative Navigation Path - For Employees with Self-Service Access Only:** Click any link on the 'Employee Self Service Page' in order to bring up the menu on the left hand side of the page. This allows these employees to follow the same path as functional users)



### 1. Search for the Employee (Role: HRG Team or Department Employee with Assigned Responsibility)

#### Record Disciplinary Actions

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

<b>EmpID:</b>	begins with ▼	<input type="text" value="101 329"/>
<b>Name:</b>	begins with ▼	<input type="text"/>
<b>Last Name:</b>	begins with ▼	<input type="text"/>
<b>Second Name:</b>	begins with ▼	<input type="text"/>
<b>Alternate Character Name:</b>	begins with ▼	<input type="text"/>
<b>Middle Name:</b>	begins with ▼	<input type="text"/>

Case Sensitive

[Basic Search](#)

### Self-Service - Alternative Path Example:



# Disciplinary Actions Help Document

## 2. Enter the Discipline Details – Disciplinary Action Page (Role: HRG Team or Department Employee with Assigned Responsibility)

If the employee has an existing Disciplinary Action, insert a new row by clicking on the plus icon.

Disciplinary Action | **Action Taken** | Disciplinary Resolution

Herbert Tyler Marten Person ID: 101329

Total Incident: 1

Disciplinary Action Find | View All | First | 1 of 1 | Last

\*Type:  11.03 B-10 Discourteous →

\*Reported Date:

\*Description: Continues to display discourteous behavior to his coworkers and customer

Supervisor ID:   John R Skjette

\*Purge Date:

Disciplinary Letter Information

\*Letter Code:   Date Letter Printed:

Disciplinary Type	Description
A1	11.03 A-1 Unable/Unwilling
A2	11.03 A-2 Unable-Med Reasons
A3	11.03 A-3 Chemdep-Noncompliance
A4	11.03 A-4 Failure to Meet Rgmt
ABS	11.03 B-1 Absent/Tardiness
ABU	11.03 B-11 Abuse
AD	11.03 B-14 Alcohol/Drugs
ACP	11.03 B-12 Acptng Gfts frm Pub
AWL	11.03 B-3 Absence Without Lve
CDV	11.03 B-18 City Ord/Dept Vltln
DCC	11.03 B-13 Dis/Crim Conduct
DCP	11.03 B-5 Damage City Property
DIS	11.03 B-10 Discourteous
FMS	11.03 B-19 False Statement
IIF	11.03 B-17 Improper Influence
INS	11.03 B-4 Insubordinate
IWE	11.03 B-6 Interf/VWWrk Oth Emp
MCR	11.03 B-8 Misapp City Resource
MVI	Multiple Violations
OJC	11.03 B-20 Oth Justif Causes
SH	11.03 B-7 Sexual Harassment
SLA	11.03 B-2 Sick Leave Abuse
SRF	11.03 B-15 Solicit/Recv Funds
UAI	11.03 B-16 Use Authority/Influ
VS	11.03 B-9 Violation Safety

Disciplinary Action | [Action Taken](#) | [Disciplinary Resolution](#)

Field:	Description:
<b>Total Incident</b>	Counts the incidents logged. (i.e. Number of Disciplinary Actions)
<b>Type</b>	The specific Civil Service Rule violated. If more than one rule has been violated, the Multiple Violation Option (MVI) should be selected as listed above. Individual rule violations can then be listed in the Description section.  Additional steps taken in relation to a particular violation can be added to the description. Information can also be copied directly from the Letter of Determination/Disciplinary Letter. <b>(Note: If an electronic copy of the letter is available this information can be copied and pasted into HRIS versus retyping all of the information)</b>
<b>Reported Date</b>	Enter the date that the pre-determination was conducted. (Versus date the incident was reported or the date management became aware of the issue.)
<b>Description</b>	Enter a detailed description of the incident. Use the provided information or reference Letter of Determination. (Note: There is no limit with respect to the amount of information that can be entered into this field. Thus if an electronic copy of the actual disciplinary letter is available, the entire document could be copy and pasted into the Description field.)
<b>Supervisor ID</b>	Enter the employee's Supervisor ID.
<b>Purge Date</b>	This defaults to six months from the current date. The City is currently not purging any disciplinary records from HRIS. However, you may want to set the purge date out into the future as the majority of disciplinary actions become part of an employee's permanent record. (Note: As time elapses, the significance of a prior disciplinary action decreases. Thus an employee suspension that is five years old will have less significance that one that was final two years ago all other factors (mitigating and aggravating) being equal.
<b>Letter Code</b>	<i>Not used by the City</i>
<b>Date Letter Printed</b>	<i>Not used by the City</i>

# Disciplinary Actions Help Document

## 3. Enter the Discipline Details – Action Taken Page (Role of: HRG Team or Department Employee with Assigned Responsibility)

[Disciplinary Action](#)
**Action Taken**
[Disciplinary Resolution](#)

Herbert Tyler Marten Person ID: 101329

Total Incident: 2

Disciplinary Information
Find | View All First 2 of 2 Last

Disciplinary Type: SH 11.03 B-7 Sexual Harassment + -

Reported Date: 07/14/2006

Action Taken
Find | View All First 1 of 1 Last

1 Disciplinary Step: 02 Written Reprimand + -

2 Step Resolution: UPH Upheld

Action Date: 07/14/2006

Discussed With: Reed, Barb

Comment: Sally Smith and Barb Reed met with employee to discuss 4 complaints received alleging discourteous and sexually harassing behavior. A memo documenting the results of this meeting was prepared for his Employee Service File. Allegations of

Save
Return to Search
Notify
Previous tab
Next tab

[Disciplinary Action](#) | [Action Taken](#) | [Disciplinary Resolution](#)

Field:	Description:
<b>Disciplinary Step</b>	Enter the level of the disciplinary action.
<b>Step Resolution</b>	Enter the step Resolution to the issue. (Note: This field will be left blank unless a disciplinary action is challenged and/or modified. Upon receipt of information that a disciplinary action has been upheld, settled by Labor Relations or modified or set aside by an Arbitrator or the Civil Service Commission, information should be entered here to reflect that the action was upheld, a settlement was reached or a modification of the disciplinary action was made by a third party.)  This field will be maintained by staff in Employment Services (HRG Teams) or a Department employee with assigned responsibility.
<b>Action Date</b>	Enter the date that the Disciplinary Step was administered/taken. (Effective Date)
<b>Discussed With</b>	Enter the name of the person who spoke with the employee. The format is <Last Name,First Name>. (Note: In most cases this will be the immediate supervisor)
<b>Comment</b>	Enter details about the discussion. Information can also be copied directly from the Letter of Determination/Disciplinary Letter. (Note: There is a 254 Character Limit when entering data in this field)



#### **4. Request adjustments to be made to an employee's Longevity and Leave Accrual eligibility dates. (Note: Disciplinary suspensions only) (Role: Immediate Supervisor and HRIS Representative)**

If a disciplinary suspension has been recorded, complete a **Request for Hours or Date Adjustment** form and staple it to the copy of the Suspension form. You need to complete the first portion of the form entirely and update the fields that need to be adjusted in HRIS. If only the Leave Accrual Date needs to be adjusted you only need to complete the corresponding fields for that date on the form. You would enter the current Leave Accrual Date and the new date you want to have changed. For instance, if the Leave Accrual Date is 01/20/05 but due to an unpaid suspension it needs to be moved forward 3 days, you would enter 01/23/05 in the New Date Requested field. Provide a short description then and attach the form to a copy of the Suspension Form and send it to HRIS Admin to make the adjustments in HRIS. **Sign and Date the bottom of the Suspension form** to document that you entered this action into HRIS.

**NOTE:** This form should be completed anytime you make a change to any of the dates listed on this form because history is not kept for the dates. Once a change has been made and you save the data you cannot retrieve the previous date(s).

## Chapter 2 – Suspensions Equal to or More Than a Full Pay Period

### **Overview:**

Disciplinary Actions that are equal to or more than a full pay period need to be entered into two places in HRIS. The employee's:

- 1) The Disciplinary Action Record; and
- 2) Job Data pages.

Roles and Responsibilities:

1. Disciplinary Action Entry – HRG Team Member or Department

### **Scenario:**

The Respect in the Workplace Investigation concerning Herbert Marten's has been completed. The investigation found that he did sexually harass a female coworker. Moreover, the investigation also found behavior that was discourteous toward his coworkers. In this exercise, we will enter the details of a fifteen (15) Day Suspension (Final Warning) into his employment record in HRIS. (Note: A predetermination meeting has been conducted and the department has decided to give a lengthy suspension and final warning due to the violation of the Respect in the Work Policy and other CSC Rules)

## Update the Disciplinary Action Pages:

**Navigation:** Home → Workforce Administration → Labor Administration → Record Disciplinary Actions (**Alternative Navigation Path - For Employees with Self-Service Access Only:** Click any link on the 'Employee Self Service Page' in order to bring up the menu on the left hand side of the page. This allows these employees to follow the same path as functional users)

Enter the details of the Disciplinary Steps, using the same process as followed in Chapter 1.

## Update the Job Pages:

**Navigation:** Home → Workforce Administration → Job Information → Job Data

### 1. Search for the Employee (Role of: HRIS or Payroll Representative)

### Job Data

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

<b>EmplID:</b>	begins with	<input type="text"/>
<b>Empl Rcd Nbr:</b>	=	<input type="text"/>
<b>Name:</b>	begins with	<input type="text"/>
<b>Last Name:</b>	begins with	Marten
<b>Second Name:</b>	begins with	<input type="text"/>
<b>Alternate Character Name:</b>	begins with	<input type="text"/>
<b>Middle Name:</b>	begins with	<input type="text"/>

Include History    Correct History    Case Sensitive

     [Basic Search](#)    [Save Search Criteria](#)

# Disciplinary Actions Help Document

## 2. Update the Employee's Job Data – Suspension Date (Role of: HRIS or Payroll Representative)

Insert a new row for the employee by clicking on the plus icon.

The screenshot shows the HRIS interface for employee Herbert Tyler Marten (ID: 101329). The record is currently active with a suspension status. The 'Action / Reason' field is set to 'Suspension' with a sub-reason of 'Disciplinary Suspension'. The 'Effective Date' is 07/14/2006. The 'Position Number' is 00006739, and the 'Position Entry Date' is 09/20/2004. The record is marked as 'Current'.

Field:	Description:
Effective Date	Enter the Effective Date of the Suspension.
Action	Enter an Action of Suspension.
Reason	Enter a Reason of Disciplinary Suspension.

## 3. Update the Employee's Job Data – Return Date (Role: HRIS or Payroll Representative)

Insert a new row for the employee by clicking on the plus icon.

The screenshot shows the HRIS interface for employee Herbert Tyler Marten (ID: 101329). The record is currently active with an active status. The 'Action / Reason' field is set to 'Recall from Suspension/Layoff' with a sub-reason of 'From Suspension'. The 'Effective Date' is 09/15/2006. The 'Position Number' is 00006739, and the 'Position Entry Date' is 09/20/2004. The record is marked as 'Future'.

Field:	Description:
Effective Date	Enter the future Effective Date of the Return from Suspension.
Action	Enter an Action of Recall from Suspension/Layoff.
Reason	Enter a Reason of From Suspension.

**4. Request adjustments to be made to an employee's Longevity and Leave Accrual eligibility dates. (Role of: HRIS or Payroll Representative *and* Central HR/HRIS)**

Herbert's Longevity and Leave Accrual Eligibility Dates must be moved forward by 15 days by Central HR/HRIS. Complete a **Request for Hours or Date Adjustment** form and staple it to the copy of the Suspension form. **Sign and Date the bottom of the Suspension form** to document that you entered this action into HRIS.

See page 9 for further instructions on how to complete the **Request for Hours or Date Adjustment** form.

## Chapter 3 – Disciplinary Demotions

### Overview:

Disciplinary Demotions are involuntary and generally used as disciplinary measure in response to substandard performance (unable to perform job duties) versus misconduct. These need to be entered in the Disciplinary Action pages **and** in the Job Data pages.

Employee demotions will **not** be managed through the Recruiting process (\*refer to Amend a Job Opening section on Page 15). The Hiring Manager, their designee, or the HR Generalist must complete a *Recommendation for Discharge, Suspension, or Involuntary Demotion* form and an *Employee Job Change* form. The *Recommendation for Discharge, Suspension, or Involuntary Demotion* form will be used to enter the disciplinary action into the Disciplinary Action pages. The *Employee Job Change* form will be submitted to the HRIS/Payroll Representative who will perform the demotion directly on the employee's Job Data record.

### Scenario:

Yolanda Weiler is an Accountant I. She has been having a lot of trouble while performing the duties of her job as outlined in the job description. Her supervisor has been working closely with her for the past three months trying to bring her skills up to par so that she can perform the duties of the job. Although Yolanda has a good attitude and has tried very hard, it is clear that she does not have the skills or abilities to be an Accountant I. In the past, she had successfully performed the duties of an Account Clerk II, so her supervisor has recommended that she be demoted back to Account Clerk II, effective November 10, 2006. (Note: The predetermination meeting was held on November 3, 2006.)

Your job includes the following:

1. Document the actions in the Disciplinary Action pages.
2. Assist the immediate supervisor in completing and submitting a Recommendation for Discharge, Suspension, or Involuntary Demotion form to the Payroll/HRIS Representative. (**Note:** The completion and submission of the form is ultimately the responsibility of the Immediate Supervisor recommending the demotion.)
3. If there is an existing Job Opening to fill the vacant position that the employee is being demoted into, the Job Opening will need to be manually updated or cancelled to reflect that the position is being filled in a manner other than through the Recruitment/staffing process.

### **Update the Disciplinary Action Pages (HRG Team or Department Designee):**

**Navigation:** Home → Workforce Administration → Labor Administration → Record Disciplinary Actions

Enter the details of the Disciplinary Steps, using the same process as followed in Chapter 1.

### ***Amend a Job Opening, if applicable (HR Staff Only):***

**Navigation:** Home → Recruiting → Find Job Opening

1. After locating the appropriate Job Opening ID, do one of the following:
  - a. If the Job Opening was to fill only that one position, add a note to the Notepad that indicates that the position was filled through an involuntary demotion, the employee's name being demoted, and the effective date of the demotion. Manually change the Status of the Job Opening to Cancelled.
  - b. If the Job Opening was to fill multiple vacancies, add a note to the Notepad that indicates that one position was filled through an involuntary demotion, the position number affected, the employee's name being demoted, and the effective date of the demotion. Manually decrease the Target Vacancies by one, and delete the row in the "Positions" section for the position number that is being filled by the demotion. If by decreasing the target vacancies by one, completes the hiring for that Job Opening, manually change the Status of the Job Opening to "Filled".

### ***Recommendation for Discharge, Suspension, or Involuntary Demotion form (Department HRIS Representative):***

- Be sure to write the current step and hourly rate in the upper right of the form before entering the Demotion. When you determine the new pay step and rate, write the hourly rate on the form.
- There is no need to submit a Request for Hours or Date Adjustment form because there is no unpaid suspension time.

## Chapter 4 – Disciplinary Discharges

### **Overview:**

Disciplinary Discharges are involuntary separations/terminations resulting from performance or misconduct issues as defined in CSC Rule 11. These need to be entered in the Disciplinary Action pages and in the Job Data pages.

It is the HRG team's or Department Designee's responsibility to update the Disciplinary Action pages and the HRIS/Payroll Representative's responsibility to update the Job Data pages.

### **Scenario:**

Mary Jones is an Accountant I in the Finance Department who was charged with inappropriate use of City Funds. These charges were proven during the course of a fact-finding investigation that was conducted over a period of two months.

Based on the seriousness of the misconduct, Ms. Jones is being discharged from the City of Minneapolis effective November 10, 2006. The investigation and predetermination meetings have been completed and the Letter of Determination and Recommendation for Discharge, Suspension or Involuntary Demotion form was given to the employee during the meeting where the employee was informed of their discharge from employment with the City of Minneapolis. (**Note:** The predetermination meeting was held on November 3, 2006)

Your job includes the following:

1. Document the actions in the Disciplinary Action pages.
2. Provide a copy of the Discharge, Suspension or Involuntary Demotion form to the Payroll or HRIS Representative supporting the Finance Department.

## **Update the Disciplinary Action Pages:**

**Navigation:** Home → Workforce Administration → Labor Administration → Record Disciplinary Actions (**Alternative Navigation Path - For Employees with Self-Service Access Only:** Click any link on the 'Employee Self Service Page' in order to bring up the menu on the left hand side of the page. This allows these employees to follow the same path as functional users)

Enter the details of the Disciplinary Steps, using the same process as followed in Chapter 1.

## **Submit a Recommendation for Discharge, Suspension or Involuntary Demotion Form:**

The immediate supervisor or manager should complete the *Recommendation for Discharge, Suspension or Involuntary Demotion Form* and submit it to their HRIS Representative or a member of their HR Generalist team so it is entered into HRIS. A copy (Yellow) of the form also needs to be put into the Disciplinary Actions section of the department personnel file. The original copy of the form (White) needs to be sent to the Human Resources Department so it can be placed in their HR Service File.

## **Roles and Responsibilities:**

1. Entering information into the Job Data Pages = HRIS or Payroll Representative
2. Entering information into the Disciplinary Action Pages = HRIS or Payroll Representative
3. Updating disciplinary actions that are modified or changed due to the settlement of a grievance, the modification by an arbitrator, the Civil Service Commission or via a Veteran's Preference Hearing = Employee Services (Labor Relations) or HR Administration.

## **Notes Regarding Disciplinary Actions:**

1. A disciplinary action is not considered "final" until all timelines to appeal have passed or until a challenge to a disciplinary action has been successfully defended.
2. Disciplinary actions are considered non-public data until they are final.

## **Important Note about Veteran Employees (Probationary and Permanent):**

Any classified employee, holding a position by appointment or employment with the City, Library Board, or Park Board of Minneapolis, and who is a veteran separated from the United States military service under honorable conditions, has a right to a hearing prior to discharge, probationary release, involuntary demotion, or disciplinary suspension in excess of 30 days. No City employee who is a veteran can be removed or demoted except for incompetence or misconduct shown after a hearing, upon due notice, and upon stated charges presented in writing. Temporary employees who are veterans do not have a right to a hearing.

If an employee has been recommended for discharge and is a veteran as defined above, they should be entered into HRIS with a status of "Paid Leave of Absence" and Action Reason of "Term/Layoff Pend Vet Appeal."

For further assistance regarding the storage, retention and dissemination of information relating to disciplinary actions, please consult with your HR Generalist, an Assistant City Attorney or the Minnesota Government Data Practices Act.

## Chapter 5 – Grievances & Civil Service Appeals

### **Overview:**

When there is an alleged violation of a contract or the Civil Service Rules and City Charter, a Grievance or formal Civil Service Appeal may be filed. The Supervisor and Union are responsible for knowing how the step process is laid out in the contract and should provide you with these details. Your role is to enter the grievance or appeal details in HRIS, such as who filed it, when it was filed, the description, the steps taken to resolve the issue, and the status.

Security access to the Grievance pages is strictly limited to Labor Relations, HR Generalists, HRG Staff, and Central HR/HRIS Staff. All formal grievances and Civil Service appeals are documented in HRIS for employees of the City Council departments. Park Board matters are documented in the system at the discretion of the Labor Relations staff. Library Board matters are not documented in the system.

By documenting appeals and grievances in HRIS, it is possible to identify areas where management needs to take action to reduce the number of appeals and grievances.

### **Scenario:**

You receive a grievance notice from AFSCME indicating that Yolanda Weiler has filed a formal grievance through the Union. The Department Head responded to the grievance and adequately resolved it. AFSCME then sends a notice of Grievance Resolution to close the case.

Your job is to add the grievance to HRIS. You will also add the various steps taken to resolve the issue (Department Response and Closure).

***The process to record Civil Service Appeals follows the same steps as this exercise. The only difference lies in the Steps you choose.***

## Add a New Grievance or Civil Service Appeal:

**Navigation:** Home → Workforce Administration → Labor Administration → Record Grievances

### 1. Add a New Value (Role: Labor Relations or HR Administration)

**Record Grievances**

[Find an Existing Value](#) | [Add a New Value](#)

Grievance ID:

[Find an Existing Value](#) | [Add a New Value](#)

### 2. Update the Grievance Page (Role: Labor Relations or HR Administration)

[Grievance](#) | [Grievance Steps](#) | [Grievance Resolution](#)

Grievance ID: 000000000

**Filed By**

Employee ID:  Yolanda Girard Weiler  
 Union Code:  AFSCME Local 9-City

**Security**

Business Unit:  Mpls MN      Department:  News & Rad

\*Grievance Date:  \*Type:  Reprimand - Written

Description:

Contract Ref:

\*Status:  \*Status Date:

[Grievance](#) | [Grievance Steps](#) | [Grievance Resolution](#)

Field	Description
<b>Employee ID:</b>	Select the appropriate Employee ID.
<b>Union Code:</b>	Select the union if the grievance is being filed by the union on behalf of more than one union member.
<b>Business Unit:</b>	"MPLMN"
<b>Department:</b>	Select the employee's department.
<b>Grievance Date:</b>	Enter the date the issue was filed (generally the date on the notice or the appeal letter).
<b>Type:</b>	Select the appropriate type.
<b>Description:</b>	Enter a description of the issue.
<b>Contract Ref:</b>	Enter the clause number of the contract and the Union Code, or the Civil Service Rule in dispute.
<b>Status:</b>	Enter the current status of the issue. The choices are: <ul style="list-style-type: none"> <li>• Pending</li> <li>• Settled (use when the issue is resolved)</li> <li>• Appealed (use when the issue goes to arbitration, Civil Service hearing, court, or another jurisdiction)</li> </ul>
<b>Status Date:</b>	This is the date the grievance or appeal was filed or the date of the most recent change in status, whichever applies.

### 3. Update the Grievance Steps Page (Role: Labor Relations or HR Administration)

Grievance
Grievance Steps
Grievance Resolution

Grievance ID: 0000000000  
 Grievance Date: 07/20/2006      Grievance Type: Rep Writ      Status: Pending

Find | View All    First 1 of 1 Last

<b>Grievance Step:</b>	<input type="text" value="1DP"/> <input type="button" value="Search"/> Step 1 - Department <span style="float: right;"><input type="button" value="+"/> <input type="button" value="-"/></span>
<b>Action Date:</b>	<input type="text" value="07/20/2006"/> <input type="button" value="B1"/>
<b>Resolution Date:</b>	<input type="text"/> <input type="button" value="B1"/>
<b>Discussed With:</b>	<input style="width: 100%;" type="text"/>
<b>Letter Code:</b>	<input type="text"/> <input type="button" value="Search"/>
<b>Letter Dt:</b>	<input type="text"/> <input type="button" value="B1"/>
<b>Step Resolution:</b>	<input type="text"/> <input type="button" value="Search"/>
<b>Comment:</b>	<input style="width: 100%; height: 40px;" type="text" value="Official grievance filed by Union."/>

[Grievance](#) | [Grievance Steps](#) | [Grievance Resolution](#)

Field	Description
<b>Grievance Step:</b>	Select the appropriate Grievance Step. Different codes are used for Civil Service steps, General City steps, and Police and Fire steps. Refer to the documentation for the correct step data. Enter additional steps by clicking on the plus icon.
<b>Action Date:</b>	Enter the date that the step was applicable.
<b>Resolution Date:</b>	Enter the date that the grievance was resolved (such as when the grievance or appeal is settled or closed, or when the pre-arbitration meeting is completed). Nothing needs to be entered here until the issue is resolved.
<b>Discussed With:</b>	Select the name of the employee who discussed the grievance resolution with the grievance filer (Last Name, First Name). Additional names can be entered with spaces between them.
<b>Letter Code:</b>	<i>Not Used by the City.</i>
<b>Letter Dt:</b>	<i>Not Used by the City.</i>
<b>Step Resolution:</b>	Enter the appropriate Step Resolution. Nothing needs to be entered here until the step is resolved.
<b>Comment:</b>	Enter any comments about each step.

## 4. Update the Grievance Resolution Page (Role: Labor Relations or HR Administration)

<a href="#">Grievance</a>	<a href="#">Grievance Steps</a>	<b>Grievance Resolution</b>
<b>Grievance ID:</b>	0000000000	
<b>Grievance Date:</b>	07/14/2006	
<b>Short Description:</b>	Pending	
<b>Final Resolution:</b>	<input type="text"/>	
<b>Resolution Comments:</b>	<input type="text"/>	

Field	Description
<b>Final Resolution</b>	Enter the Final Resolution for the grievance.
<b>Resolution Comments</b>	Enter the comments regarding the final resolution.