



Change to Personnel Rule 7. Employee Grievances

Summary

- Update the Verbal Warning, Written Warning, Suspension, Demotion, and Pay Reduction references to Level 1 - 3 Warning/Notification
- Remove Level 1 Warning/Notification (previously called Verbal Warning) from grievance eligibility
- Updates approved by the Unified Personnel Board on August 3, 2023, to be effective on October 1, 2023.

Updates

1. **Discipline Name Changes:** Change the references to Verbal Warning, Written Warning, Suspension, Demotion, and Pay Reduction to Level 1-3 Warning/Notifications, as shown below by adding the text in red underline and deleting the yellow strikethrough text.

E.1. Covered Issues and Level of Appeal Available

A Classified Service employee may grieve:

1. Discipline (~~verbal warning, written warning, suspension, demotion, pay reduction~~ Level 1-3);
2. **Level 1 Disciplines Not Grievable:** Remove Level 1 discipline (previously called Verbal Warning) from grievance eligibility, as shown below by adding the text in red underline and deleting the yellow strikethrough text.

E. Covered Issues and Level of Appeal Available

Level of Appeal Available

Grievance Issue	Informal Resolution	Step 1: Department Head	Step 2: Informal Grievance Committee	Step 3: Unified Personnel Board
Discipline: verbal and written warnings <u>Level 1</u>	Yes	Yes	Yes <u>No</u>	No
<u>Discipline: Level 2</u>	<u>Yes</u>	<u>Yes</u>	<u>Yes</u>	<u>No</u>
Discipline: suspensions, demotions, pay reductions <u>Level 3</u>	Yes	Yes	Yes	Yes