



Changes to Personnel Rule 7: Employee Grievances

Summary

- Update Personnel Rule 7: Employee Grievances to change the Grievance Panel's name and scheduling time.
- Approved by the Unified Personnel Board on April 16, 2026.

Background

Personnel Rule 7: Employee Grievances was updated to rename the Informal Grievance Committee as the Grievance Panel to better reflect its role. The maximum time to schedule a Grievance Panel hearing was changed from 30 to 60 calendar days. The Appointing Authorities and Employees' Advisory Council concurred with these recommendations.

Updates

Unified Personnel Rule 7: Employee Grievances was revised to remove the text shown in yellow strikethrough and add the text shown in red underline below. Minor grammatical revisions are not included.

Section E:

			Step 2:	
		Step 1:	Informal	Step 3:
Grievance Issue	Informal Resolution	Department Head	Grievance Committee	Unified Personnel Board
			<u>Panel</u>	

Section G.3.c. and d.:

c. Step 2: ~~Informal~~ Grievance ~~Committee~~ Panel

- Grievant files a written request within 15 calendar days on the established Human Resources Department form to appeal the Department Head's decision to the Chief Human Resources Officer. The request must include a copy of the Department Head's response from Step 1. If no response was received, the Grievant must state so in the written request and must attach the form from Step 1.
- Upon receipt of a proper and timely request to appeal, the Chief Human Resources Officer shall convene an ~~Informal~~ Grievance ~~Committee~~ Panel in accordance with established Unified Personnel Board policy.
- The ~~Informal~~ Grievance ~~Committee~~ Panel hearing shall be scheduled by the Chief Human Resources Officer within ~~30~~ 60 calendar days from the date grievant files

the request to appeal the Department Head's response. Continuances for good cause shown may be granted by the Chief Human Resources Officer.

- iv. The complete hearing shall be conducted in the Sunshine, in accordance with Florida Statute Chapter 286.
- v. The hearing shall be a fact-finding hearing at which both parties have the opportunity to be heard in person, to be represented by lay person or counsel, and to introduce testimony and evidence. Informal Grievance Committee Panel hearings shall be conducted in accordance with Unified Personnel Board procedures.
- vi. The result of the hearing shall be announced at the conclusion of the hearing.
- vii. The written decision of the Informal Grievance Committee Panel shall be provided to the parties within 10 calendar days from the conclusion of the hearing.
- viii. An employee dissatisfied with the Informal Grievance Committee Panel decision may proceed to Step 3 (unless the subject matter is limited to resolution at Step 2).

d. Step 3: Unified Personnel Board Appeal of Grievance Hearing

- i. Except as provided herein, either party may appeal the decision of the Informal Grievance Committee Panel to the Unified Personnel Board by filing a written notice of appeal with the Chief Human Resources Officer within 15 calendar days of the date of the written decision of the Informal Grievance Committee Panel.
- ii. Failure to appeal within 15 calendar days shall be deemed voluntary waiver of a party's appeal right.
- iii. Unified Personnel Board appeals from Informal Grievance Committee Panel decisions shall be conducted in accordance with the Unified Personnel Board's Appeal Procedures.