



DEPARTMENT OF FINANCE AND ADMINISTRATION
Office of Personnel Management
Transmittal For Grievance Determination

Agency, Board, Commission Date

Employee Name Job Title

Grievance Officer

Mailing Address

This form is to be used by the Grievance Officer when a decision cannot be reached internally as to the grievability of a particular problem. The form shall be filled in completely and forwarded to the Office of Personnel Management (OPM).

Grievance Statement

In order to determine the grievability of a matter a complete statement must include the following:
(Attach additional pages, if needed)

1. What was the date of alleged action?

2. What was the specific behavior, condition, or violation of policy or procedure which the employee considers constitutes a grievance?

3. How has the employee been adversely affected by this situation?

4. Why did you determine that this was not a grievable matter?