



## Administrative Grievance Procedure

This procedure covers administrative grievances initiated by Treasury Office of Inspector General (OIG) employees, excluding temporary employees.

### What kinds of actions are covered by the procedure?

This procedure applies to any matter of concern or dissatisfaction relating to employment, if the matter is subject to the control of the Treasury OIG. The request may be by an individual, or by a group acting as an individual, requesting personal relief [a specific remedy directly benefiting the grievant(s)].

### What kinds of actions are not covered by the procedure?

This procedure does not apply to:

- Decisions appealable to the Merit Systems Protection Board
- Decisions subject to final administrative review by the Office of Personnel Management or the Equal Employment Opportunity Commission
- Programs administered by the General Accounting Office or the Office of Workers' Compensation Programs
- Nonselection for promotion from a group of properly ranked and certified candidates or failure to receive a career-ladder promotion
- Termination of a temporary promotion
- Reassignment of a Senior Executive Service (SES) appointee
- Return of a career appointee from the SES to the General Schedule during the one-year probationary period
- Termination of an SES career appointee during probation
- SES performance evaluation
- Reassignment of an employee from one geographic location to another
- Content of an employee's critical elements and performance standards
- Receipt or non-receipt of an award
- Termination of a probationary or trial period employee

### What is the time limit for filing a grievance?

You need to submit a grievance within 15 calendar days of the act or occurrence or within 15 days after you become aware of the act or occurrence. You may present a grievance concerning a continuing practice or condition at any time.

### How do I submit a grievance?

Use the grievance form attached to this policy or plain paper that contains the elements listed on the grievance form.

### To whom do I submit the grievance?

Submit the original grievance to the lowest level official with authority to provide the personal relief that you are requesting and a copy to the Office of Management. For example, if you are grieving your performance rating, give your grievance form to the Approving Official on your evaluation and give a copy to the Office of Management.

### May I have a representative?

Yes, you may have a representative during the course of the grievance.

### What happens next?

The appropriate official reviews the grievance for coverage, timeliness, and completeness. If the facts of the matter are in dispute, the deciding official may assign a fact finder (someone not involved in the

matter) to acquire evidence and submit a report to the deciding official of his/her findings.

If the facts of the matter are not in dispute, the deciding official meets with the grievant within 15 days to allow the grievant an opportunity to present his/her case and then issues a decision.

The employee may elect to use Alternative Dispute Resolution (ADR) at any time during the grievance process. If an employee elects to use ADR, management will participate. ADR is the use of alternative methods of resolving disputes rather than using litigation or formal administrative procedures.

Generally, trying ADR does not prevent you from pursuing formal grievance or complaint procedures. If you have questions or need additional information about ADR, contact the EEO Manager at (202) 622-1090 or email [goodlettc@oig.treas.gov](mailto:goodlettc@oig.treas.gov).

### **What are the three parts of fact-finding?**

- 1) The fact finder acquires evidence (secures documents, conducts interviews, has group meetings). In the grievance file, the fact finder needs to include copies of documents considered relevant; written summaries of interviews, signed by interviewees, of all those deemed relevant; a list of interviewees and dates of interviews for all interviews considered to have produced no relevant evidence; and a written summary of any group meeting signed by participants of that meeting.
- 2) The grieving employee and the management official responsible for the action being grieved get to review and provide statements on the content of the grievance file. These statements, along with any more evidence the fact finder obtains after receiving these statements, are added to the file.
- 3) The fact finder submits a written report of findings to the deciding official, the grieving employee, the grieving employee's representative, and the Office of Management. The report includes: a brief statement of the facts in dispute, a description of the opposing points of view, a discussion of the evidence, and conclusions regarding the facts.

Note: The deciding official decides how much time the fact finder has to complete these three parts, up to 60 days total.

### **When will a decision be made?**

The deciding official considers all information presented and issues a decision generally within 30 calendar days of the grievance if the facts are not in dispute or within 15 calendar days of receiving a report of findings from a fact finder. The decision includes the date the grievance was received; a statement of the issues; a statement of the facts relevant to the issue(s); a report of findings, if applicable; a discussion of the issues in light of the facts; and a conclusion that specifically states whether you have suffered wrongful harm and what personal relief, if any, is to be granted.

### **Who receives the decision?**

Deciding officials need to hand-deliver or mail in a confidential envelope the decision to the grieving employee, the grieving employee's representative, the management official responsible for the action being grieved, and the Office of Management.

### **Can the OIG deny or cancel my grievance?**

Yes, if it is not covered by this policy or if the relief specified is not personal to you. The OIG may cancel a grievance at your request; upon termination of your employment, unless the personal relief sought may be granted after termination of employment; upon your death, unless the grievance involves a question of pay; or if you fail to provide required information and proceed with the grievance.

### **If I have a question about this policy directive, whom can I contact?**

For questions regarding grievances or about this policy, please contact the Office of Management main line at (202) 927-5200 or send an email to [OIG-OM@oig.treas.gov](mailto:OIG-OM@oig.treas.gov).

**Treasury OIG Administrative Grievance Form**

Received by: \_\_\_\_\_

Date: \_\_\_\_\_

1. Name of Employee: \_\_\_\_\_
2. Employee's Position Title: \_\_\_\_\_
3. Employee's Office/Component: \_\_\_\_\_
4. Employee's Phone Number: \_\_\_\_\_
5. Name of Employee's Representative, if any: \_\_\_\_\_
6. Representative's address and Phone Number: \_\_\_\_\_
7. Do you want to try Alternative Dispute Resolution regarding your grievance? \_\_\_\_\_
8. Description of Grievance
  - a. Action, incident, or event giving rise to grievance: \_\_\_\_\_
  - b. Date of action: \_\_\_\_\_
  - c. Date you became aware of the action: \_\_\_\_\_
  - d. Persons, other than yourself, involved: \_\_\_\_\_
  - e. Other relevant information to clarify grievance issue(s): \_\_\_\_\_
8. Personal Relief Desired (a specific remedy benefiting you, not a request for action affecting another employee): \_\_\_\_\_
9. Have you filed a complaint or appeal regarding this matter with the Equal Employment Opportunity Office, the Merit Systems Protection Board, the Office of Special Counsel, or the IG Hotline?    **Yes**     **No**   
    If yes, with whom: \_\_\_\_\_

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date