

Working Out Of Class and Position Allocation Grievance Timeline

A working out-of-class and position allocation grievance situation occurs when an employee spends the majority of his/her time (more than fifty [50%] percent over two [2] weeks) performing duties in a higher existing classification.

This grievance procedure time line pertains to Units 1, 3, 4, 11, 14, 15, 17, 20, and 21.

SkillBrief

Grievance must be filed or elevated in...	Steps	State must respond in...
21 days (No later than 21 days after the date the employee stopped working out of class)	Step 1 Informal Discussion. Meet with supervisor. Step 2 File written grievance with designated supervisor or manager.	45 days
21 days	Step 3 Submit grievance to director of DPA or designee	60 days
30 days	Step 4 Submit grievance to arbitration	See sec. 6.11 for process to select an arbitrator