

HR-15
ELECTED OFFICIAL/DEPARTMENT HEAD RESPONSE TO
EMPLOYEE GRIEVANCE FORM

This form and required documentation must be received by the
Human Resources/Civil Service Director within five business days
after the department receives a copy of the employee's grievance.

Grievant: _____

Action being grieved:

Suspension of _____ days

Demotion

Discharge

Date _____ of action or I became aware of the action _____

Does your department have an internal grievance process? Yes No
(If yes, attach copies of documents showing the results of that process.)

a. Attached are copies of documents I will be presenting at the hearing.

b. Attached is a list of persons (if any) I will be calling to testify.

I have sent a copy of (a) and (b), above, to the employee who has filed the grievance.

Signature of Elected Official or Department Head

Date

Printed Name

Department

The Employee and the Civil Service Director should send all communication to the Employee or the Employee's representative as follows:

Elected Official/Department Head or Representative

Address

City, State, Zip

Telephone

Fax

Email

The right to grieve an action to the Montgomery County Civil Service Commission is available only in cases of (1) unpaid suspension of more than 3 days, (2) demotion to a position with a lower salary grade and/or pay rate, or (3) discharge.

(Rev. 3/25/2008)