

**SUPERIOR COURT in MOHAVE COUNTY
GENERAL GRIEVANCE FORM
JUDICIAL MERIT RULE 602**

Instructions: *This form is to be used by employees when utilizing the General Grievance Procedure as defined in Judicial Merit System Rules 601 and 602 (copies attached). Additional copies of Step II - Next Level Supervisor review page may be used to accommodate the various levels of supervision within the employee's chain of command. Additional sheets of plain white 8.5 x 11" paper may be attached if the space provided is not adequate.*

Complete all sections of this form and maintain a copy for your records.

(Employee Statement)

Employee Name: _____

Court Division: _____

Date of original appointment: _____

Date of appointment to present position: _____

Current Position: _____ Work location (city): _____

Employment Status: Regular: _____ Probationary: _____

Date of the action or event being complained about: _____

Date of meeting with supervisor for informal resolution: _____

Date of receipt of immediate supervisor's response? _____

Describe the action or event being complained about (include persons involved, date, times, and relevant facts).

Name of witnesses to the above action or event:

1. _____

4. _____

2. _____

5. _____

3. _____

6. _____

Explain why you feel this grievance is justified:

State which Merit System Rule, departmental work rule, or safety or health rule was violated:

Explain the action you are requesting to be taken to resolve your complaint?

Employee Signature

Date

Formal Grievance Procedure Step 1: Next Level Supervisor Review

Procedure: *Within five (5) working days of receipt of the formal grievance, the next-level supervisor shall discuss the grievance with the employee. The next-level supervisor shall give consideration to the formal grievance and remedy requested, record his/her decision on the grievance form and return the grievance form to the employee within five (5) working days of the date of the meeting with the employee.*

Name/Job Title of Next Level Supervisor: _____

Date of meeting with grieving employee _____

Findings: I have reviewed your complaint and have determined that:

Action: Based on my findings, I intend to take the following action:

Supervisor's Signature

Date

Employee: *In the event you are not satisfied with my proposed action, you may appeal this response to the next level supervisor in your chain of command. Your formal grievance must be submitted within three (3) working days from the date of your receipt of this response. A copy of all previous responses must accompany your grievance.*

Explain the specific reason(s) why you disagree and why you feel the grievance should continue to the next level of review.

Employee Signature

Date

Formal Grievance Procedure Step II: Division Head Review

Procedure: *Within five (5) working days of receipt of the formal grievance stating the reasons why the employee disagrees with the next-level supervisor's decision, the Division Head shall discuss the grievance with the employee. The Division Head shall investigate and give consideration to the formal grievance, the remedy requested, and the recorded responses of the successive levels of supervisory personnel who previously reviewed the grievance. The Division Head shall then record his/her decision to the employee within five (5) working days of the date of the meeting with the employee.*

Name of Division Head: _____

Date of meeting with Grievant: _____

Decision of Department Head:

Division Head Signature

Date

Employee: *In the event you are not satisfied with my proposed action, you may appeal this response to the Superior Court Administrator within three working days of your receipt of the Division Head's response. The Superior Court Administrator will forward the grievance to the Judicial Merit Commission. The grievance will be placed on the agenda for the next scheduled meeting of the Judicial Merit Commission or a date not more than thirty (30) calendar days from the date received by the Court Administrator, whichever is less.*

Explain the specific reason(s) why you disagree with the Division Head's decision and why you feel your grievance should continue to the next level of review:

Employee Signature

Date

Step III: Judicial Merit Commission Review

Within ten (10) working days of the date of the Merit Commission hearing at which the grievance is heard, the Judicial Merit Commission shall render its findings and recommendations for resolution of the grievance and forward same to the employee, Division Head and Presiding Judge.

The Judicial Merit Commission met on _____ to hear this grievance.

A copy of the findings and recommendations of the Judicial Merit Commission is attached to this form for submittal to the Presiding Judge.

Step III: Presiding Judge Review

Within ten (10) days of the Presiding Judge's receipt of the Merit Commission findings and recommendations, the Presiding Judge shall make a final ruling regarding disposition of the grievance. The Presiding Judge may adopt, modify, or overrule the recommendations of the Merit Commission. If the Presiding Judge should modify or overrule the Merit Commission, he/she shall do so in writing, specifying the reason for so doing. The decision of the Presiding Judge shall be final and binding of all parties to the grievance.