

Filing Grievances Tip Sheet

This tip sheet details the procedures re: filing a grievance.

1. From the MDJ My Page, click the drop down and select Employee Self Service.



2. Select the tile "Employee HR Forms."



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3. In the left margin select “Grievance/Disciplinary Appeal.”

The screenshot shows a web interface with a left-hand navigation menu and a main content area. The menu items are: ADA_Accommodation_Request, **Grievance/Disciplinary Appeal** (highlighted with a red box), Request AWS, Telework Agreement, Confidentiality Agreement, and Affirmation of Exemption. The main content area contains the following elements: a character count '246 characters remaining' above a text box containing 'Testing.'; a note '*Prior to filing this grievance, I made the following efforts to resolve this matter'; another character count '246 characters remaining' above a checkbox labeled 'I waive the time requirement'; a text box for 'I am represented by (name and title of employee's representative if applicable)'; a character count '254 characters remaining'; a section titled 'More Information' with a large empty text box; and a 'Save' button at the bottom.

4. To submit a new grievance, select the tab “Add a New Value.”

The screenshot shows a web interface with a left-hand navigation menu and a main content area. The menu items are: ADA_Accommodation_Request, **Grievance/Disciplinary Appeal** (highlighted with a green box), Request AWS, Telework Agreement, Confidentiality Agreement, and Affirmation of Exemption. The main content area contains the following elements: a section titled 'Search/Fill a Form' with the instruction 'Enter any information you have and click Search. Leave fields blank for a list of all values.'; two buttons: 'Find an Existing Value' and 'Add a New Value' (highlighted with a red box); a section titled 'Search Criteria' with a dropdown arrow; several search criteria fields: 'Sequence Number' (dropdown menu), 'Subject' (dropdown menu with 'begins with' selected), 'Document Key String' (dropdown menu with 'begins with' selected), 'Priority' (dropdown menu), 'Due Date' (dropdown menu with a calendar icon), and 'Approval Status' (dropdown menu); a checkbox labeled 'Case Sensitive'; and a row of buttons: 'Search', 'Clear', 'Basic Search' (with a magnifying glass icon), and 'Save Search Criteria' (with a save icon).

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5. Complete the form:

1. **Subject:** The system will default this information using the employee's name and work location. The subject line will help to track the transaction.
2. **Employee ID:** The system will default the Employee ID of the person submitting the request.
3. **Enter Location:** Enter Location (search).
4. **Department:** Enter Department (search).
5. **Office Phone:** Enter office phone number.
6. **Supervisor ID:** Enter Supervisor ID (search).
7. **Date of Occurrence:** Enter the date the employee became aware of action taken.
8. **Nature of Grievance/Disciplinary Action Appeal:** Explain why you disagree with the action taken.
9. **Grievance type:** Drop down box and enter.
10. **Remedy Sought:** What do you want to see happen.
11. **Prior to this grievance, I made the following efforts to resolve this matter:** Describe what actions you took to solve this matter.
12. **Waive the time Requirement:** By agreement of all parties, time limits set out may be waived.
13. **I am represented by:** (name and title of employee's representative if applicable).

The screenshot shows a web-based form for filing a grievance or disciplinary appeal. On the left is a navigation menu with options like 'ADA Accommodation Request', 'Request AWS', 'Telework Agreement', 'Confidentiality Agreement', 'Other Employment/Activity Form', and 'Affirmation of Exemption'. The 'Grievance/Disciplinary Appeal' option is selected and highlighted in green. The main form area has tabs for 'Form', 'Instructions', and 'Attachments'. The form fields are as follows:

- *Subject:** A text input field.
- Status:** A dropdown menu set to 'Initial'.
- *Employee ID:** A text input field containing '000021784' with a search icon.
- *Location:** A text input field containing 'MJC02' with a search icon.
- *Department:** A text input field with a search icon.
- *Office Phone:** A text input field.
- *Supervisor ID:** A text input field with a search icon.
- *Date of Occurrence:** A date picker field.
- *Nature of Grievance/Disciplinary Action Appeal:** A large text area with a '254 characters remaining' indicator.
- *Grievance Type:** A dropdown menu.
- *Remedy Sought:** A large text area with a '254 characters remaining' indicator.
- *Prior to filling this grievance, I made the following efforts to resolve this matter:** A large text area with a '254 characters remaining' indicator.
- I waive the time requirement:** A checkbox.
- I am represented by (name and title of employee's representative if applicable):** A large text area with a '254 characters remaining' indicator.

6. Click the "Save" tile at the bottom when the requested information is filled out.

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ADA_Accommodation_Request

- Grievance/Disciplinary Appeal**
- Request AWS
- Telework Agreement
- Confidentiality Agreement
- Affirmation of Exemption

*Prior to filing this grievance, I made the following efforts to resolve this matter

246 characters remaining
Testing.

246 characters remaining
 I waive the time requirement

I am represented by (name and title of employee's representative if applicable)

254 characters remaining

More Information

Save

7. To preview the approval workflow, click “Preview Approval.”

ADA_Accommodation_Request

- Grievance/Disciplinary Appeal**
- Request AWS

Form | Instructions | Attachments

Seq Nbr 43293

Grievance/Disciplinary Appeal

*Subject

Status Initial

Preview Approval | Submit

8. To attach a document, select the “Attachments” tab and upload the relevant document.

ADA_Accommodation_Request

- Grievance/Disciplinary Appeal**
- Request AWS
- Telework Agreement
- Confidentiality Agreement
- Affirmation of Exemption

Form | Instructions | **Attachments**

Seq Nbr 43296

Grievance/Disciplinary Appeal

*Subject

Download Templates Personalize | Find | View All | First 1 of 1 Last

Description	Attached File	Open
1 MDJ Grievance Policy	MDJ_Grievance_Policy.pdf	Open

Upload your attachments Personalize | Find | View All | First 1 of 1 Last

*Description	Attached File	Attach	Open
1		Attach	Open

Form | Instructions | Attachments

9. To submit the grievance, click the “Form” tab, and then click “Submit.”

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ADA_Accommodation_Request

Form Instructions Attachments

Grievance/Disciplinary Appeal

Seq Nbr 43293 **Grievance/Disciplinary Appeal**

*Subject

Status Initial

Request AWS

10. To check on the status of a grievance, begin by following steps 1 - 3 of this tip sheet. Then select "Find an Existing Value," and click "Search."

ADA_Accommodation_Request

Grievance/Disciplinary Appeal

Request AWS

Telework Agreement

Confidentiality Agreement

Affirmation of Exemption

Search/Find a Form

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

Search Criteria

Sequence Number =

Subject begins with

Document Key String begins with

Priority =

Due Date =

Approval Status =

Case Sensitive

Basic Search

If you have additional questions, please contact Employee Relations at 410-260-1732 or the Connect Service Desk at 410-260-6550