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| This is an optional tracking form for agency use. It captures the data required for HRMS entryNot all steps are applicable to each CBA and not all steps will be necessary for each grievance. |
| **Grievance Info Tab** |
| Grievant Name: Click or tap here to enter text. | HRMS Personnel ID: Click or tap here to enter text. |
| Grievance Number: Click or tap here to enter text. | Union: Click or tap here to enter text. |
| Date Filed: Click or tap here to enter text. |
| **Contacts Tab** |
| HRC: Click or tap here to enter text. | Appointing Authority: Click or tap here to enter text. |
| Agency LR Contact: Click or tap here to enter text. | Responder: Click or tap here to enter text. |
| Shop Steward: Click or tap here to enter text. | Union Rep: Click or tap here to enter text. |
| OFM/LRS Representative: Click or tap here to enter text. | AAG: Click or tap here to enter text. |
| Arbitrator: Click or tap here to enter text. |  |
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| **Step 1**  |
| **Tracking Tab** |
| Start Date/Date grievance is filed: | Click or tap here to enter text. | End Date/Date of meeting: | Click or tap here to enter text. |
| Start Date/Date after meeting: | Click or tap here to enter text. | End date/Date response sent by Agency: | Click or tap here to enter text. |
| Extension(s) granted?Click or tap here to enter text. |
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| **Step 2** |
| **Tracking Tab** |
| Start Date/Date union elevated grievance to this step: | Click or tap here to enter text. | End Date/Date of meeting: | Click or tap here to enter text. |
| Start Date/Date after meeting: | Click or tap here to enter text. | End date/Date response rendered (if Grievance Panel) or sent by Agency: | Click or tap here to enter text. |
| Extension(s) granted?Click or tap here to enter text. |
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| **Step 3** |
| **Tracking Tab** |
| Start Date/Date union elevated grievance to this step: | Click or tap here to enter text. | End Date/Date of step meeting: | Click or tap here to enter text. |
| Start Date/Date after meeting: | Click or tap here to enter text. | End date/Date response sent by Agency: | Click or tap here to enter text. |
| Extension(s) granted?Click or tap here to enter text. |
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| **Pre-Arbitration Review Meeting (OFM/SHR/LRS enters this data in HRMS)** |
| **Tracking Tab** |
| Start Date/Date union elevated to PARM: | Click or tap here to enter text. | End Date/Date of PARM (or date settled or withdrawn): | Click or tap here to enter text. |
| Start Date/Date after PARM: | Click or tap here to enter text. | End date/Date Union files for Arb (settled or withdrawn): | Click or tap here to enter text. |
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| **Mediation (OFM/SHR/LRS enters this data in HRMS)** |
| **Tracking Tab** |
| Start Date/Date union elevated to mediation | Click or tap here to enter text. | End Date/Date of mediation (or date settled or withdrawn): | Click or tap here to enter text. |
| Start Date/Date after meeting: | Click or tap here to enter text. | End date/Date union files for arb (or date settled or withdrawn) | Click or tap here to enter text. |
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| **Arbitration (OFM/SHR/LRS enters this data in HRMS)** |
| **Tracking Tab** |
| Start Date/Date union elevated to Arb: |  | End Date/Date of arb: |  |
| Start Date/Date of arbitration: |  | End date/Date decision is rendered: |  |
|  |
| Closing the Grievance |
| **Tracking Tab** |
| Start Date/Date Grievance is closed: |  | End Date: | **12/31/9999** |
| Grievance Status: | **Closed** | Close Date: (actual close date –settled or withdrawn) |  |
| Close Reason: Choose an item. |