



*Nevada System of Higher Education*  
*Business Center North Human Resources*  
**CLASSIFIED STAFF GRIEVANCE PROCEDURE**

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A grievance is defined as an act, omission or occurrence which a permanent employee feels constitutes an injustice and can be established on factual information. It may relate to any condition arising out of the relationship between an employer and an employee, including but not limited to, compensation, working hours, working conditions, membership in an organization of employees or the interpretation of any law, regulation or disagreement. It does not include position allocation, involuntary transfers, dismissals, demotions, or suspensions.

The grievance procedure and statements made on this form do not include all the rights available to a grievant. Consequently, NAC 284.658 through 284.697, which provide direction for the adjustment of grievances, should be reviewed prior to the filing of a grievance.

**Instructions for All Parties (Employee and Management)**

1. All parties may consult with and receive the assistance of their respective Nevada System of Higher Education personnel office (<http://www.unr.edu/vpaf/hr/bcn.html>) or the Employee Relations office within Business Center North Human Resources in resolving a grievance (NAC 284.662(4)). The Employee Relations office can be reached by calling (775) 784-6978. Assistance from the State of Nevada Department of Personnel is also available. Contact information can be obtained from their website <http://dop.nv.gov/>, or by calling (775) 684-0119.
2. A formal grievance must be filed within **20 working days** following origin of the grievance or the date an employee who feels aggrieved learns of the problem. Every effort should be made to resolve the grievance by informal discussion during this 20-day period (NAC 284.678-1).
3. Except for grievances filed with the Employee-Management Committee, the time limit for filing a grievance and for taking any action required by either party at steps 1-3 in the grievance procedure may be extended by the mutual agreement of the parties. Use form TS-145 for this purpose <http://www.unr.edu/vpaf/hr/forms/documents/TS-145.pdf>.

**Instructions for The Employee Submitting A Grievance (Grievant)**

1. When a formal grievance is filed, **all the information requested on the NPD50-A form must be provided.** The description of the grievance should include the names of other persons involved in the act, omission or occurrence.
2. The normal course of action in the grievance procedure is as follows:
  - Step 1:** File with Immediate Supervisor - If not resolved within 10 working days, take next step.
  - Step 2:** File with Department Head - If not resolved within 10 working days, take next step.
  - Step 3:** File with Division Head - If not resolved within 10 working days, take next step.
  - Step 4:** File with \*Employee-Management Committee - Within 45 working days of receipt of the request, the EMC will render a decision or schedule a hearing and then render a decision.

\*Employee Management Committee  
209 East Musser Street, Suite 101  
Carson City, Nevada 89701-4204  
(775) 687-5907

3. Alternatively, you may file the grievance with the Employee Relations office located within Business Center North Human Resources. The Employee Relations office will forward your grievance at your request at each step of the process. The phone number for the Employee Relations Office is (775) 784-6978.
4. Following receipt of notification of action at steps 1-3, the grievant has 10 working days to refer the grievance to the

next step unless the time limit is extended by formal agreement of the parties using form TS-145. A grievance may be submitted to the next level if the grievant has not received notification within the 10 working day period in which such action is required.

5. The respondent, at each step, retains the documentation received from the grievant. ***The grievant is responsible for maintaining copies of the documentation he or she provided for their records and for filing at the next step in the grievance procedure, including attachments of all previous responses when submitting the grievance to the next step.***