

The State of Delaware Merit Grievance



A "grievance" means an employee complaint about the application of the Merit Rules or the Merit System law which remains unresolved after informal efforts have been tried. If you wish to file a grievance, please provide the information requested below. The grievance must be filed with your immediate supervisor (or with your agency's top personnel official or representative if it involves a dismissal, suspension or demotion) within 14 calendar days of the date of the issue that caused the grievance ("grievance matter"), or within 14 calendar days of the date you could reasonably be expected to know about the grievance matter.

1. What happened—when did it happen—who was involved? (Example: "On May 7, 2000, I received a notice from Human Resources Technician Andrea Doria that I was not selected for promotion to the position of Administrative Officer.")

2. Which Merit Rule or section of the Merit System law was violated, and why? (Example: Merit Rule 13.0100 was violated because the person selected does not meet the minimum requirements for the position.")

3. What remedy do you seek? (Example: "Repost the position and consider only those applicants who meet all the minimum requirements.")

4. Name & home address:

5. Agency & location:

6. Union or other representative, if any:

7. Date:

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AGENCY USE ONLY
PIRST TRACKING
Date received:
Grievance #