

STEP 1
NEBRASKA SUPREME COURT EMPLOYEE
PRESENTATION OF FORMAL GRIEVANCE

Employee Name:		Job Title:
Home Address:	Phone Numbers Work: Home:	Work Address:

Employees shall submit grievances to their immediate supervisor within **15 workdays** of the occurrence that caused the grievance (or from the day the employee could reasonably have known about the action). Employees should review the personnel rules relating to *Employee Grievance Procedures*.

NATURE OF GRIEVANCE

1. Clearly state the basis for your grievance. (You may attach additional pages if necessary.)

2. List specifically all Nebraska Supreme Court Policies & Procedures, rules or regulations, or State Statutes you believe have been misinterpreted or misapplied. Also, explain in **detail** in what way the supervisor misinterpreted or misapplied each of the Policies & Procedures, rules or regulations, or State Statutes you have listed. (You may attach additional pages if necessary.)

3. State clearly what action would resolve your grievance.

EMPLOYEE'S SIGNATURE
(Employee's signature must appear above)

DATE

STEP 2
DECISION MAKER'S ANSWER

Date Grievance Received:

If the immediate supervisor did not make the grieved decision, he/she shall note that fact briefly in the *space under Decision Maker's Signature (sign and date it, and forward this form to the person who made the grieved decision within two (2) workdays.

(Use additional pages if necessary.)

Decision Maker's Signature

Date of Answer

*

(Signature of Immediate Supervisor, but not Decision Maker in this case)

(Date)

If employee wishes to continue the grievance beyond Step 1, the employee should keep a copy of the grievance (NEBRASKA SUPREME COURT EMPLOYEE PRESENTATION OF FORMAL GRIEVANCE) and send the original to the Administrative Office within **5 workdays** of receipt of the answer from Step 1. The Administrative Office will issue a decision by completing the section below and answering the grievance.

STEP 3
ANSWER FROM ADMINISTRATIVE OFFICE

Date Grievance Received:

(Use additional pages if necessary.)

Administrative Office Decision Maker's Signature

Date of Answer

If the employee wishes to appeal the Administrative Office's answer in Step 3 to the Supreme Court Personnel Board, an Appeal form (Step 4) must be completed and attached to the original grievance (Step 1, 2, and 3). The employee should keep a copy of all Steps 1 through 4 and forward all originals to: Chairperson of the Supreme Court Personnel Board, within **5 workdays** of receipt of the answer from the Administrative Office.

**A copy of the Appeal form (Step 4) must also be submitted to the Administrative Office,
Attn: Court Administrator (or Probation Administrator)**

STEP 4
APPEAL TO THE SUPREME COURT PERSONNEL BOARD

TO: Supreme Court Personnel Board Chairperson

FROM:

WORK ADDRESS:

HOME ADDRESS:

1. I am appealing the grievance recorded on the attached Nebraska Supreme Court Employee Presentation of Formal Grievance form to the Supreme Court Personnel Board.
2. Names and titles of witnesses to appear before the Board on behalf of the Appellant:

3. Identification of written material to be submitted by the Appellant:

Employee Signature _____ Date _____
(EMPLOYEE'S SIGNATURE MUST APPEAR HERE)

THE SUPREME COURT PERSONNEL BOARD WILL EVALUATE YOUR APPEAL AS TO GRIEVABILITY AND DETERMINE WHETHER AN APPEAL HEARING WILL BE HELD.

The original **Nebraska Supreme Court Employee Presentation of Formal Grievance** form must be attached to this form.