

# University of Colorado Denver | Anschutz Medical Campus

## GRIEVANCE PROCESS (Classified Staff Only)

It is recommended that you contact the CU Denver | Anschutz Human Resources Office at 303-315-2700, or the Ombuds Office at 303-303-724-2950 (Anschutz) or 303-315-0046 (Downtown), to discuss the issue(s) being grieved and this process prior to initiating it.

Other resources include this [FAQ](#), which includes a link to the Personnel Board Rules and Personnel Director's Administrative Procedures, 4 Code of Colo. Reg. 801. Chapter 8 specifically refers to this process.

**INFORMAL - STEP 1:** You must initiate the grievance process within 10 calendar days of the action or occurrence being grieved, or within 10 days after you had knowledge of or reasonably should have knowledge of the action or occurrence, by notifying your direct supervisor or a second level supervisor (your supervisor's manager), whichever is able to grant the relief/remedy being requested and must hold an informal discussion to attempt to resolve the grievance.

It is helpful to document your initial concerns in writing below. Please print or type the information below. Please maintain a copy of the completed grievance form for your records. **If you need additional space, attach additional pages.**

Employee (Grievant): \_\_\_\_\_

CU Denver | Anschutz Department: \_\_\_\_\_

Contact phone/email: \_\_\_\_\_

Date: \_\_\_\_\_

SPECIFIC ACTION(S) BEING GRIEVED:

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DATE OF ACTION(S) BEING GREIVED: \_\_\_\_\_

RELIEF/REMEDY REQUESTED:

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Name of Step 1 Respondent: \_\_\_\_\_

Date of the informal discussion above: \_\_\_\_\_

Date of written response sent from Step 1 Respondent to grievant regarding Step 1 informal discussions (must be within 7 calendar days of the informal discussion):  
\_\_\_\_\_

If a timely decision is not issued, you must initiate the formal grievance process (Step 2) no later than 12 days after the informal discussion. If your grievance is unresolved after receiving the written response, you may elect to proceed to Step 2.

**FORMAL - STEP 2:** Within 5 calendar days after receipt of the informal written decision at Step 1, you may initiate the formal Step 2 written process by filing with CU Denver | Anschutz Human Resources at 1380 Lawrence St, Denver, CO 80204 or Campus Box A005/UCD 130, PO Box 173364, Denver, CO 80217-3364. CU Denver | Anschutz. HR reviews all parts of Step 1 process, including all of the following documentation which you must provide: this grievance form, all written responses to date, and a narrative written by you specifying how the grievance is unresolved.

Date submitted to HR: \_\_\_\_\_

Grievant's Signature: \_\_\_\_\_

Representative, if applicable (See Board Rule 8-8 E): \_\_\_\_\_

CU Denver | Anschutz HR will respond to Grievant and Department within 30 calendar days of the initiation of Step 2 of the grievance process.

If your grievance is unresolved after receiving the Step 2 HR response, you may petition the State Personnel Board for a hearing. If you choose to do so, complete the consolidated appeal/dispute form located at:

<https://drive.google.com/file/d/0BwUD9Bt4G-21RXJISG9nU2IWZmc/view>

This form must be sent within ten (10) calendar days of the decision in Step 2. If the 30day deadline for a decision or any extension period has expired without a final decision, the employee has 10 days after such expiration to file for hearing with the Board. A copy of the petition must be provided to CU Denver | Anschutz Human Resources. Submit the consolidated appeal/dispute form to the State Personnel Board,

1525 Sherman Street, 4th Floor, Denver, Colorado 80203. Fax 303-866-5038, Phone 303-866-3300.

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