

**Florida Fish and Wildlife Conservation Commission  
Career Service Grievance Form**

**Information and Instructions for Filing a Grievance**

A grievance is defined as the dissatisfaction that occurs when a permanent Career Service employee believes any condition affecting the employee is unjust, inequitable, or a hindrance to effective operation (see Section 110.227(4), Florida Statutes). Claims of discrimination and sexual harassment or claims related to suspensions, reductions in pay, demotions and dismissals are not subject to the career service grievance process. The procedure for filing and processing a grievance are outlined in Step One and Step Two.

**To be completed by the employee filing the grievance:**

Employee Name \_\_\_\_\_ Date \_\_\_\_\_

Employee Signature \_\_\_\_\_

Division/Office \_\_\_\_\_ City \_\_\_\_\_

Work Address: \_\_\_\_\_

Work Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Date Grieved Event/Action Occurred: \_\_\_\_\_

**To be completed by the chain-of-command supervisor receiving the grievance form:**

Date/Time Received: \_\_\_\_\_

Name and Signature of Receiving Supervisor: \_\_\_\_\_

**Step One**

The employee must submit a signed written grievance on this form to his or her immediate supervisor with fourteen (14) calendar days following the occurrence of the event giving rise to the grievance. If the immediate supervisor is absent from the workplace for three or more days of the fourteen-day period, the employee may submit the form to any chain-of-command supervisor or to the Director of Human Resources. It is the employee's responsibility to ensure the form is received within the fourteen-day period by receiving written or verbal acknowledgment from the person authorized to receive the grievance.

**Response at Step One**

A chain-of-command supervisor must meet with the employee, either in person or telephonically, to discuss the grievance and provide a written response within seven (7) business days following receipt of the grievance. The response time frame may be extended in writing by mutual agreement of the employee and the responding supervisor.

A copy of the grievance and written response must be forwarded to the Director of Human Resources by the Step One supervisory representative at the time response is made.

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Employee Name (Print) \_\_\_\_\_ Date \_\_\_\_\_

Employee Signature \_\_\_\_\_

**Step Two**

If the employee is dissatisfied with the response at Step One, the employee may submit the written grievance to the Director of Human Resources (hereinafter "Director") within seven (7) business days following receipt of the written response at Step One. The Director, or their designee, will meet with the employee, either in person or telephonically, to discuss the grievance within five (5) business days following receipt of the grievance. The Director or designee will respond in writing to the employee within five (5) business days following the meeting. The response time frames may be extended in writing by mutual agreement of the employee and the respondent. The written decision shall be the final and binding decision and may not be grieved beyond Step Two.

**TO BE COMPLETED BY STAFF IN THE OFFICE OF HUMAN RESOURCES:**

Date/Time Received: \_\_\_\_\_

Name and Signature of Receiving HR Staff: \_\_\_\_\_

Using the space provided below, print or type in narrative form the details of your grievance. Use additional sheets as necessary. Sign and date each sheet. Do not be brief, explain in detail and use additional sheets if necessary. Attach copies of relevant materials. Include specific information on how you wish the grievance to be resolved.

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Employee Name (Print) \_\_\_\_\_ Date \_\_\_\_\_

Employee Signature \_\_\_\_\_

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