

Area Manager Level Grievance Procedure

EMPLOYEE
Files Appeal with
Area Manager & HRD-EEO Office

AREA MANAGER

- Shall have ten (10) working day to investigate the appeal.
- One five (5) working day extension may be requested to and granted by the HRD-EEO Office.

AREA MANAGER

During the appeal investigation, the following steps, when possible, should be conducted:

1. Meet with the employee who received the disciplinary action.
 - a. Meetings can be face-to-face, video conference, or over the telephone.
 - b. Document all attempts to meet. If the appealing employee is unavailable within the grievance timelines, the Area Manager should make their decision based on the information they have.
2. Meet with the Supervisor who issued the disciplinary action.
3. Meet with other witnesses mentioned in the appeal that were not mentioned in the disciplinary action.

(Meetings can be face-to-face, video conference, or over the telephone)

AREA MANAGER

Shall make one of the following decisions:

1. **UPHOLD** the action.
2. **MODIFY** the action *(This decision will replace the issued action).*
3. **OVERTURN** the action

(If a suspension/termination was modified/overtaken, the employee shall be reinstated with full back pay)

AREA MANAGER

- Will file their decision with the employee and the HRD-EEO Office.

EMPLOYEE
Files Appeal with
Judiciary

YES **NO**

EMPLOYEE

- Within ten (10) working from receiving the Area Manager’s decision, the employee has the right to appeal to the Oneida Judiciary.

(The Rules of Appellate Procedure shall apply)

**No Appeal
(END)**