

B0034 Employee Grievance Data

Purpose

The purpose of this Report Description is to explain the usage and how to generate the Employee Grievance Data report.

Report Description

This report lists all Grievance Issues filed by active employees. It includes all associated detail for each grievance basis along with status information such as informal and formal steps taken. Provides jump to 'B0022: Comments' report.

Report Location

PA: Grievances

Report Uses

- This data can be used to track and report events occurring in the EEO Informal Complaint and Grievance process, and the Policy Violation Grievance process beginning with the informal complaint step through the disposition of a complaint at the Office of Administrative Hearings (OAH).

- The data captured will reflect the State’s activity for employee complaints and grievances. The data will also be used to determine training and/or educational needs for employees.

Data Load Frequency

The data for this report is loaded every weekday morning, excluding holidays. This report will include any changes that were made to the data on the previous day, including retroactive changes.

How to Generate This Report

This report is generated after selecting values for the mandatory prompts. All mandatory prompts must have values selected before the Run Icon can be used to generate the report. Mandatory prompts can be identified as mandatory by the exclamation mark inside of the yellow-orange triangle, the square with the checkmark, or the display of (Mandatory). Detailed instructions for interaction with each prompt can be found on the [Web Intelligence Prompt List](#) on the [OSC website](#).

The Mandatory prompts for this report are:

- Organizational Unit
- From Day (Single Value, Mandatory)
- To Day (Single Value, Mandatory)

This report can also be further limited by utilizing the Optional prompts to further limiting the amount of data that retrieved into the body of the report. Optional prompts are indicated as optional in parentheses beside the prompt.

The Optional prompts are:

- Employee Group(s) - (Optional)
- Employee Subgroup(s) - (Optional)
- Employee(s) PersNo. - (Optional)
- Grievance Issue(s) - (Optional)

Image

Prompts

Search

Organizational Unit

Please select at least one value

From Day (Single Value, Mandatory)

Please select at least one value

To Day (Single Value, Mandatory)

Please select at least one value

Employee Group(s) - (Optional)

(All values)

Employee Subgroup(s) - (Optional)

(All values)

Employee(s) PersNo. - (Optional)

(All values)

Grievance Issue(s) - (Optional)

(All values)

0

Organizational Unit

Search

Dependencies (0/1)

To Day (Single Value, Mandatory)

Fill the dependencies above to get the list of values

Mandatory (3)

Reset All

Run

Cancel

Initial Layout

The report lists all grievances based on the prompt selections. Below is a sample of the initial layout rendered.

Image

B0034: Employee Grievance Data

From Day - To Day : 2/23/2016 - 4/18/2016

Org Unit	Org Unit Desc	Employee	Employee's Name	Grievance Start Date	Grievance End Date	Grievable Issue	Date of Alleged Event or Action	Policy Violation Action
22222222	Public Relations	12345678	MOUSE, MICKEY	2/23/2016	4/18/2016	Discrimination	12/4/2015	#
22222222	Public Relations	12345678	MOUSE, MICKEY	2/23/2016	4/18/2016	Discrimination	12/4/2015	#
22222222	Public Relations	12345678	MOUSE, MICKEY	2/23/2016	4/18/2016	Discrimination	12/4/2015	#

Continued...

Image

Execution Date: 6/19/19

Discrimination Action	Discrimination Basis	Informal Step Taken	Date Informal Completed	Formal Grievance Filed?	Date Formal Grievance Filed	Grievance Filed Timely?	Step 1 Result/Mediation	Date Step 1 Completed	Step 2 Filed?
Promotion	Age	Unresolved, EEO Informal Inquiry	2/12/2016	Yes	2/23/2016	Yes	Impasse	3/16/2016	Yes
Promotion	National Origin	Unresolved, EEO Informal Inquiry	2/12/2016	Yes	2/23/2016	Yes	Impasse	3/16/2016	Yes
Promotion	Race	Unresolved, EEO Informal Inquiry	2/12/2016	Yes	2/23/2016	Yes	Impasse	3/16/2016	Yes

Continued...

Image

Date FAD Issued	FAD Exceeded Timeline	Appealed to OAH?	OAH Filing Date	OAH Deadline	OAH Case Number	OAH Case Status	OAH Remand Back to Agency	Remand Date
	#	#			#	#	#	
	#	#			#	#	#	
	#	#			#	#	#	

Continued...

Image

OAH Final Decision	Decision Date	Comments?	Record Complete	Grievance Count	Reason Count
#		X	#	0	1
#		#	#	0	1
#		#	#	1	1
Total				1	3

Click on X
hyperlink to
jump to B0022:
Comments

Image

B0022: Comments

Execution Date: 6/19/19

Employee	12345678 - Mickey L Mouse
Organizational Unit	22222222 - Public Relations
Position	69999999 - Social Media Manager
Infotype	9834 - Employee Grievance Data
Subtype	02 - Discrimination
Valid From - Valid To	12/31/14 - 12/31/99
Grievant did not show for initially scheduled Mediation on 1/13/15; he called HR stating he had a flat tire and could not make it in and requested a reschedule. Agency excused and Mediation was rescheduled for 1/26/15.#	

Available Objects

This is a list of the available objects that can be added to the report, from the Document Dictionary once in the Design mode:

Dimensions

- Age
- Agency Hire Date
- Appeal to OAH?
- Comments?
- Date FAD Issued
- Date Formal Grievance Filed
- Date Informal Completed
- Date of Alleged Event or Action
- Date Step 1 Completed
- Decision Date
- Discrimination Action
- Discrimination Basis
- Emp Pay Area
- Emp Pay Group
- Emp Pay Level
- Emp Pay Type
- Employee
- Employee Group
- Employee Subgroup
- Employee's Name

- Employment Status
- ESGCAP
- Ethnic Origin
- FAD Exceeded Timeline
- Formal Grievance Filed?
- Gender
- Grievable Issue
- Grievance End Date
- Grievance Filed Timely?
- Grievance Start Date
- Informal Step Taken
- Job
- Military Status
- OAH Case Number
- OAH Case Status
- OAH Deadline
- OAH Filing Date
- OAH Final Decision
- OAH Remand Back to Agency
- Organizational Unit
- Original Hire Date
- OSHR Reviewed FAD
- Personnel Area
- Personnel Subarea
- Policy Violation Action
- Position
- Record Complete

- Remand Date
- Sequence Number
- State SOC Category
- State SOC Subcategory
- Step 1 Result/Mediation
- Step 2 Filed?
- Step 2 Result/FAD
- Veteran Status

Measures

- Grievance Count
- Reason Count

Variables

- Prompt Response Employee Group
- Prompt Response Employee PersNo
- Prompt Response Employee Subgroup
- Prompt Response From Day – To Day
- Prompt Response Grievance Issues
- Prompt Response Organizational Unit

Image

▼ Dimensions



Age



Agency Hire Date



Appealed to OAH?



Comments?



Date FAD Issued



Date Formal Grievance Filed



Date Informal Completed



Date of Alleged Event or Action



Date Step 1 Completed



Decision Date



Discrimination Action



Discrimination Basis



Emp Pay Area



Emp Pay Group



Emp Pay Level



Emp Pay Type



Employee



Employee Group



Employee Subgroup



Employee's Name



Employment Status



ESGCAP



Ethnic Origin



FAD Exceeded Timeline



Formal Grievance Filed?



Gender



Grievable Issue



Grievance End Date



Grievance Filed Timely?



Grievance Start Date



Informal Step Taken



Job



Military Status



OAH Case Number



OAH Case Status



OAH Deadline



OAH Filing Date



OAH Final Decision



OAH Remand Back to Agency



Organizational Unit



Original Hire Date



OSHR Reviewed FAD



Personnel Area



Personnel Subarea



Policy Violation Action



Position



Record Complete



Remand Date



Sequence Number



State SOC Category



State SOC Subcategory



Step 1 Result/Mediation



Step 2 Filed?



Step 2 Result/FAD



Veteran Status

▼ Measures



Grievance Count



Reason Count

▼ Variables



Prompt Response Employee Group



Prompt Response Employee PersNo



Prompt Response Employee Subgroup



Prompt Response From Day - To Day



Prompt Response Grievance Issues



Prompt Response Organizational Unit

Special Report Considerations/Features

- Report lists the grievances that are valid as of (report run date) for the date ranges entered in 'From Day - To Day' prompts. This report brings in all the grievances that are within the 'From Day' 'To Day' date range given in the prompt screen. These records may have begun before the 'From Day' or beyond the "To Day" however, if they are valid at any point between the ranges given, they will be selected.

For example, with a date range of 'From Day' 6/11/2019 and 'To Day' 12/14/2019 the following records would be selected with the following date ranges:

Valid From	Valid To	Example Type
6/11/2019	12/14/2019	Validity dates match record
5/1/2019	12/31/9999	Validity dates start before and ends after selected range
6/13/2019	8/20/2019	Validity dates start before and ends before selected range
5/18/2019	5/18/2020	Validity dates start before and ends after selected range

- When an employee files a grievance under multiple discrimination factors in the SAP ERP system, this report breaks out the multiple discrimination factors on individual rows. The Grievance Count reflects the count per Grievable Issue. The Reason Count reflects the count per unique combinations of Discrimination Action and Discrimination Basis for each Grievable Issue.

In this example, an employee filed a Discrimination grievance on multiple factors of Race, Age and National Origin.

Image

Personnel No Name
 EEGroup SPA Bi-Weekly PersA 1501 Transportation
 EESubgroup A1 FT N-FLSAOT Perm Statu Withdrawn
 Start 02/23/2016 To 04/18/2016 Chngd 04/18/2016 00770012 ☐ Record Complete

Employee Grievance Data

Grievable Issue 02 Discrimination Date of Alleged Event or Action 12/04/2015

Policy Violation Action	Discrimination Action	Discrimination Basis
☐ Dismissal	☐ Hiring	☒ Race
☐ Demotion	☒ Promotion	☐ Sex
☐ Suspension without Pay	☐ Demotion	☐ Religion
☐ Unavailability Separation	☐ Compensation	☒ National Origin
☐ Inaccurate & Misleading	☐ Written Warning	☐ Genetic Information
☐ Overall Performance Rating	☐ Work Assignments	☐ Political Affiliation
☐ Priority Promotion	☐ Overall Performance Rating	☐ National Guard
☐ Priority Reemployment	☐ Suspension without Pay	☐ Veteran Status
☐ Veterans Preference	☐ Reasonable Accommodation	☐ Sexual Orientation
		☐ Gender Identity/Expression
		☐ Pregnancy

Informal Process

Informal Step Taken Unresolved, EEO Informal Inquiry Date Informal Completed 02/12/2016

Formal Grievance Filed? Yes Grievance Filed Timely? Yes Date Formal Grievance Filed 02/23/2016

The report will reflect the different factors individually as shown below.

Image

Employee	Employee's Name	Grievance Start Date	Grievance End Date	Grievable Issue	Date of Alleged Event or Action	Policy Violation Action	Discrimination Action	Discrimination Basis	Grievance Count	Reason Count
12345678	MOUSE, MICKEY	2/23/2016	4/18/2016	Discrimination	12/4/2015	#	Promotion	Age	0	1
12345678	MOUSE, MICKEY	2/23/2016	4/18/2016	Discrimination	12/4/2015	#	Promotion	National Origin	0	1
12345678	MOUSE, MICKEY	2/23/2016	4/18/2016	Discrimination	12/4/2015	#	Promotion	Race	1	1
									1	3

Here the **Reason Count** shows the count for each individual discrimination factor based on the **Discrimination Basis** type. The **Grievance Count** reflects the count for each Grievable Issue such as Policy Violation, Discrimination, Harassment or Retaliation. The discrimination factors are broken out into 3 separate rows, but they all pertain to the same Grievable Issue. Hence the **Grievance Count** is marked as 1 on only one of the rows while the others are marked as zero. This is done so that the total Grievance Count does not over-inflate when summarized.

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