



GRIEVANCE OVERVIEW

REPORT DESCRIPTION B0057 | CRYSTAL REPORT



The purpose of this Report Description is to explain how to generate the grievance overview report in the Integrated HR-Payroll System.

REPORT DESCRIPTION:

This report shows the total number of grievances and corresponding percent calculations (based on Grievance Count). The counts and percentages are broken down by processing steps for each of the four Grievance Issue types (Policy Violation, Discrimination, Harassment, and Retaliation).

REPORT LOCATION:

PA: Grievances

REPORT USES:

The data summarized in this report will reflect the state's activity for employee grievances and will be used to determine agency and OSHR action for manager and employee training and/or education with the goal of reducing the need for employees to file grievances.

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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 OSC website at <https://www.osc.nc.gov/documents/files/crystal-prompts>.

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 option in parentheses beside the prompt.

The Optional prompts are:

- Employee Group(s) (Optional)
- Employee Subgroup(s) (Optional)

Prompts	
Prompt Summary	Select values for prompts Actions
*Organizational Unit no value	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> ▼ *Organizational Unit 📄 </div> <input style="width: 90%; border: none;" type="text"/> </div>
*From Day (Single Value, Mandatory) no value	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> ▼ *From Day (Single Value, Mandatory) 📅 </div> <div style="border: 1px solid #ccc; padding: 2px;"> Enter a value </div> </div>
*To Day (Single Value, Mandatory) no value	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> ▼ *To Day (Single Value, Mandatory) 📅 </div> <div style="border: 1px solid #ccc; padding: 2px;"> Enter a value </div> </div>
Employee Group(s) (Optional) no value	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> > Employee Group(s) (Optional) </div> </div>
Employee Subgroup(s) (Optional) no value	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> > Employee Subgroup(s) (Optional) </div> </div>

Run

Initial Layout

The report lists all grievances based on the prompt selections.

State of North Carolina B0057: Grievance Overview 12/1/13 to 5/6/15					
Execution Date: 5/6/15					
	Policy Violation # and %	Discrimination # and %	Harassment # and %	Retaliation # and %	Total
Total Grievances	20 48.78	13 31.71	4 9.76	4 9.76	41
INFORMAL	5 29.41	5 29.41	4 23.53	3 17.65	17
Resolved, Informal Discussion					
Resolved, EEO Informal Inquiry			1 100.00		1
Unresolved, Informal Discussion	5 62.50	2 25.00		1 12.50	8
Unresolved, EEO Informal Inquiry		3 37.50	3 37.50	2 25.00	8
Not Required					
Untimely					
STEP 1 (MEDIATION)	12 52.17	6 26.09	3 13.04	2 8.70	23
Resolution	6 50.00	3 25.00	1 8.33	2 16.67	12
Impasse	2 50.00	2 50.00			4
Withdrawn			2 100.00		2
Postponed					
No Show	1 100.00				1
Untimely					

Continued...

STEP 2 (FAD)	2 22.22	5 55.56	1 11.11	1 11.11	9
Upheld	2 50.00	1 25.00		1 25.00	4
Reversed		2 100.00			2
Modified		1 50.00	1 50.00		2
Withdrawn		1 100.00			1
Resolved Prior to FAD					
No Show					
Untimely					

Continued...

	Policy Violation # and %	Discrimination # and %	Harassment # and %	Retaliation # and %	Total
OAH	2 33.33	2 33.33	1 16.67	1 16.67	6
Petitioner		1 100.00			1
Respondent			1 100.00		1
Modified				1 100.00	1
Withdrawn					
Resolved Prior to Decision					
Dismissed at OAH					

Execution Date: 5/6/15

CHANGE RECORD

- Effective Date 5/7/2015
 - Change
 - Initial report creation to convert from BI to BOBJ.
- Effective Date 9/24/2020
 - Change
 - Updated screenshots due to change in user interface, moved from Adobe Flash to HTML. There was a phase out of Adobe effective 10/22/2020.
- Effective Date 10/8/2020
 - Change
 - Updated format, assigned reference number, and made accessible – C. Ennis
- Effective Date 10/13/2020
 - Change
 - Added alt text - L.Lee
- Effective Date 10/7/2024
 - Change
 - Update to Business Objects 4.3 - K. Bridges