



GRIEVANCE SUMMARY

REPORT DESCRIPTION B0059 | CRYSTAL REPORT

BOBJ

The purpose of this Report Description is to explain how to generate information on Grievances within the Integrated HR-Payroll System.

REPORT DESCRIPTION:

This report shows (by Agency, Gender, and Ethnicity) the number of grievances (based on Reason Count) and corresponding percent calculations for each type of Grievance Issue (Policy Violation, Discrimination, Harassment, and Retaliation). Data will display for all 4 types of Grievance issues if there exists at least one grievance for each type of issue.

REPORT LOCATION:

PA: Grievances

REPORT USES:

The data summarized in this report will reflect the state's activity for employee grievances. It is 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.

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.

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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)

Prompt Summary	Prompts	Actions
*Organizational Unit no value	<div style="border: 1px solid #ccc; padding: 5px;"> Select values for prompts </div>	
*From Day (Single Value, Mandatory) no value	<div style="border: 1px solid #ccc; padding: 5px;"> *Organizational Unit <input type="text"/> </div>	
*To Day (Single Value, Mandatory) no value	<div style="border: 1px solid #ccc; padding: 5px;"> *From Day (Single Value, Mandatory) <input type="text" value="Enter a value"/> </div>	
Employee Group(s) (Optional) no value	<div style="border: 1px solid #ccc; padding: 5px;"> *To Day (Single Value, Mandatory) <input type="text" value="Enter a value"/> </div>	
Employee Subgroup(s) (Optional) no value	<div style="border: 1px solid #ccc; padding: 5px;"> > Employee Group(s) (Optional) > Employee Subgroup(s) (Optional) </div>	

Run

Initial Layout

The report lists all grievances based on the prompt selections.

- Policy Violation Summary

State of North Carolina B0059: Grievance Summary 12/1/13 to 5/6/15								
Policy Violation								
Personnel Area Gender Ethnicity	Dismissal # and %	Demotion # and %	Suspension Without Pay # and %	Unavailability Separation # and %	Inaccurate & Misleading # and %	Overall Performance Rating # and %	Priority Promotion # and %	Priority Reemployment # and %
Public Relations								
Female								
Black or African American (N-H/L)	11 68.75		2 12.50	1 6.25		1 6.25	1 6.25	
Hispanic/Latino							1 100.00	
White (Non-Hispanic/Latino)	1 16.67		1 16.67	1 16.67			2 33.33	
Total Female	12 52.17		3 13.04	2 8.70		1 4.35	4 17.39	
Male								
Black or African American (N-H/L)	4 36.36		1 9.09	1 9.09		2 18.18	1 9.09	
Hispanic/Latino								
White (Non-Hispanic/Latino)	3 23.08					1 7.69	9 69.23	
Total Male	7 28.00		1 4.00	1 4.00		3 12.00	10 40.00	
	19 39.58		4 8.33	3 6.25		4 8.33	14 29.17	
	19 39.58		4 8.33	3 6.25		4 8.33	14 29.17	

o Policy Violation Summary (Continued)...

State of North Carolina B0059: Grievance Summary 12/1/13 to 5/6/15								
 Execution Date: 5/6/15								
Unavailability Separation # and %	Inaccurate & Misleading # and %	Overall Performance Rating # and %	Priority Promotion # and %	Priority Reemployment # and %	Veterans Preference # and %	Failure To Post # and %	Whistle Blower # and %	Agency Total
1 6.25		1 6.25	1 6.25					16
			1 100.00					1
1 16.67			2 33.33				1 16.67	6
2 8.70		1 4.35	4 17.39				1 4.35	23
1 9.09		2 18.18	1 9.09		1 9.09		1 9.09	11
							1 100.00	1
		1 7.69	9 69.23					13
1 4.00		3 12.00	10 40.00		1 4.00		2 8.00	25
3 6.25		4 8.33	14 29.17		1 2.08		3 6.25	48
3 6.25		4 8.33	14 29.17		1 2.08		3 6.25	48

- Discrimination Summary

Discrimination								
Personnel Area Gender Ethnicity	Race # and %	Religion # and %	Color # and %	National Origin # and %	Sex # and %	Age # and %	Disability # and %	Genetic Informa- tion # and %
Health Human Services								
Female								
Black or African American (N-H/L)	9 32.14		4 14.29		6 21.43	6 21.43	2 7.14	
White (Non-Hispanic/Latino)	3 16.67		2 11.11		2 11.11	3 16.67	1 5.56	
Total Female	12 26.09		6 13.04		8 17.39	9 19.57	3 6.52	
Male								
Black or African American (N-H/L)	2 33.33		2 33.33		2 33.33			
White (Non-Hispanic/Latino)	1 100.00							
Total Male	3 42.86		2 28.57		2 28.57			
	15 28.30		8 15.09		10 18.87	9 16.98	3 5.66	
	15 28.30		8 15.09		10 18.87	9 16.98	3 5.66	

- Discrimination Summary (Continued).....

Execution Date: 6/18/19							
Political Affiliation # and %	National Guard # and %	Sexual Orientation # and %	Gender Identity Expression # and %	Veteran Status # and %	Pregnancy # and %	Ethnicity # and %	Agency Total
			1 3.57				28
	1 5.56	2 11.11		2 11.11	1 5.56	1 5.56	18
	1 2.17	2 4.35	1 2.17	2 4.35	1 2.17	1 2.17	46
							6
							1
							7
	1 1.89	2 3.77	1 1.89	2 3.77	1 1.89	1 1.89	53
	1 1.89	2 3.77	1 1.89	2 3.77	1 1.89	1 1.89	53

- Harassment Summary

Harrassment								
Personnel Area Gender Ethnicity	Race # and %	Religion # and %	Color # and %	National Origin # and %	Sex # and %	Age # and %	Disability # and %	Genetic Informa- tion # and %
Health Human Services								
Female								
Black or African American (N-H/L)	2 28.57		1 14.29		3 42.86	1 14.29		
White (Non-Hispanic/Latino)	1 33.33				1 33.33	1 33.33		
Total Female	3 30.00		1 10.00		4 40.00	2 20.00		
	3 30.00		1 10.00		4 40.00	2 20.00		
	3 30.00		1 10.00		4 40.00	2 20.00		

- Harassment Summary.....

								Execution Date: 6/18/19
Political Affiliation # and %	National Guard # and %	Sexual Orientation # and %	Gender Identity Expression # and %	Veteran Status # and %	Pregnancy # and %	Ethnicity # and %	Agency Total	
							7	
							3	
							10	
							10	
							10	

- Retaliation Summary

Retaliation										
Personnel Area	Gender	Ethnicity	Hiring # and %	Promotion # and %	Demotion # and %	Compensation # and %	Written Warning # and %	Work Assignments # and %	Overall Performance Rating # and %	Suspension Without Pay # and %
Public Relations										
Female										
		Black or African American (N-H/L)						1 33.33	1 33.33	
		White (Non-Hispanic/Latino)						1 100.00		
Total		Female						2 50.00	1 25.00	
Male										
		Black or African American (N-H/L)		1 20.00				2 40.00		
		Hispanic/Latino						1 50.00		
Total		Male		1 14.29				3 42.86		
				1 9.09				5 45.45	1 9.09	
				1 9.09				5 45.45	1 9.09	

- Retaliation Summary (Continued).....

Execution Date: 5/6/15									
Compensation # and %	Written Warning # and %	Work Assignments # and %	Overall Performance Rating # and %	Suspension Without Pay # and %	Reasonable Accommodation # and %	RIF # and %	Training # and %	Dismissal # and %	Agency Total
		1 33.33	1 33.33				1 33.33		3
		1 100.00							1
		2 50.00	1 25.00				1 25.00		4
		2 40.00					1 20.00	1 20.00	5
		1 50.00						1 50.00	2
		3 42.86					1 14.29	2 28.57	7
		5 45.45	1 9.09				2 18.18	2 18.18	11
		5 45.45	1 9.09				2 18.18	2 18.18	11

Special Report Considerations/Features

- This report excludes records where the ‘Grievance Filed Timely?’ field is blank.
- As a greater number of discrimination basis criteria are added to the report as per Executive Order 24, the report becomes wider now. Scroll to the right to see the Agency Total columns in Discrimination and Harassment screens.
- 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 starts 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 multiple discrimination factors are filed under one grievance for EEs in Integrated HR-Payroll System, this report shows them in individual columns on a separate count under a policy violation or discrimination or retaliation category. Agency Total column displayed at the end of each row reflects the number of policy violations or discrimination factors based on Personal Area, Gender and Ethnicity, not the total agency grievances.
 - For example, here an employee filed a grievance on multiple factors Race, Age and National Origin.

Personnel No [REDACTED] Name [REDACTED]

EEGroup P 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
<input type="checkbox"/> Dismissal	<input type="checkbox"/> Hiring	<input checked="" type="checkbox"/> Race
<input type="checkbox"/> Demotion	<input checked="" type="checkbox"/> Promotion	<input type="checkbox"/> Sex
<input type="checkbox"/> Suspension without Pay	<input type="checkbox"/> Demotion	<input type="checkbox"/> Religion
<input type="checkbox"/> Unavailability Separation	<input type="checkbox"/> Compensation	<input checked="" type="checkbox"/> National Origin
<input type="checkbox"/> Inaccurate & Misleading	<input type="checkbox"/> Written Warning	<input type="checkbox"/> Genetic Information
<input type="checkbox"/> Overall Performance Rating	<input type="checkbox"/> Work Assignments	<input type="checkbox"/> Political Affiliation
<input type="checkbox"/> Priority Promotion	<input type="checkbox"/> Overall Performance Rating	<input type="checkbox"/> National Guard
<input type="checkbox"/> Priority Reemployment	<input type="checkbox"/> Suspension without Pay	<input type="checkbox"/> Veteran Status
<input type="checkbox"/> Veterans Preference	<input type="checkbox"/> Reasonable Accommodation	<input type="checkbox"/> Sexual Orientation
		<input type="checkbox"/> Gender Identity/Expression
		<input type="checkbox"/> 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

- This report will reflect them under different discrimination factors. Here the Agency Total column shows the number of such factors for each row. The count (1) and percentage (33.33) reflects the grievance discrimination factor count and percentage by Agency Total categorized by Personal Area/Gender/Ethnicity. Agency Total does not reflect the total Agency grievances.

Personnel Area Gender Ethnicity	Race # and %	Religion # and %	Color # and %	National Origin # and %	Sex # and %	Age # and %	Disability # and %	Pregnancy # and %	Ethnicity # and %	Agency Total
Transportation Male Asian (Non-Hispanic/Latino)	1 33.33			1 33.33		1 33.33				3
Total Male	1 33.33			1 33.33		1 33.33				3
	1 33.33			1 33.33		1 33.33				3
	1 33.33			1 33.33		1 33.33				3

CHANGE RECORD

- Effective Date 5/7/2015
 - Change
 - Initial report creation to convert from BI to BOBJ
- Effective Date 6/20/2019
 - Change
 - Prohibited factors of National Guard, Sexual Orientation, Gender Identity or Expression, Pregnancy, Veteran Status and Ethnicity added to the Discrimination and Harassment section of the screen in compliance with Executive Order #24.
- Effective Date 9/24/2020
 - Change
 - Updated the 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 10/15/2020
 - Change
 - Added alt text and updated format. L. Lee
- Effective Date 10/7/2024
 - Change
 - Update to Business Objects 4.3 - K. Bridges