



# PERSONNEL RULES AND REGULATIONS

<b>RULE 8:</b> <i>Complaint, Grievance, and Appeal Procedure</i>	<b>EFFECTIVE:</b> <i>January 1, 2015</i>
<b>REGULATION 1:</b> <i>Informal Complaints</i>	<b>Pages:</b> <i>1 of 1</i>

When employees feel dissatisfied or annoyed with an aspect of employment over which they have no control and when they desire remedial action, they are encouraged to present the problem informally to their immediate supervisor. If not resolved at this level, employees can discuss the matter with their chain of command or file a grievance as outlined in the PRR.

Employees shall be assured freedom from discrimination, coercion, restraint, or reprisal in presenting complaints.

This Regulation shall not suspend time limitations for the filing of a grievance or appeal.