

**CITY OF ST. LOUIS  
EMPLOYEE GRIEVANCE PROCEDURE FORM**

Employees must complete an Employee Grievance Procedure Form to grieve problems not addressed through other procedures. Attach additional sheets when necessary. DO NOT submit this form to address service ratings; examinations; benefits established by ordinance; classification of positions; equal employment opportunity complaints; or employment status including dismissals, demotions, layoffs, suspensions, reductions in pay, docks and denial of leave.

An employee should first discuss the problem with his/her immediate supervisor. If the employee believes the problem has not been resolved by a discussion with his/her immediate supervisor, the following steps must be followed:

Step 1: An Employee Grievance Procedure Form must be completed and submitted to your appointing authority within fifteen (15) calendar days of the date of the most recent occurrence of the problem. You must send a copy of the Employee Grievance Procedure Form to your department director (if your appointing authority is not also your department director).

Your appointing authority is required to submit to you and your department director (if your appointing authority is not also your department director) in writing within fifteen (15) calendar days, his/her resolution to your problem.

Step 2: If you believe your problem has not been resolved by your appointing authority, you may appeal to your department director within fifteen (15) calendar days of receipt of your appointing authority's decision. Complete Step 2 on reverse side of this form. If your appointing authority is your department director, go to Step 3.

Your department director is required to notify you in writing of his/her decision within fifteen (15) calendar days.

Step 3: If you believe your department director has not resolved your problem, you may appeal to the Director of Personnel within fifteen (15) calendar days of receipt of your department director's decision.

For additional information see Administrative Regulation No. 51 - Employee Grievance Procedure. You can view administrative regulations on-line at <http://stlouis.missouri.org/citygov/personnel>. Questions should be referred to the Employee Relations Section of the Department of Personnel at 622-3563.

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**Employee Name:** \_\_\_\_\_

**Department:** \_\_\_\_\_ **Class Title:** \_\_\_\_\_

**STEP 1 - Problem:**

**Suggested Remedy:**

Employee's Signature: \_\_\_\_\_

Date submitted: \_\_\_\_\_ Original forwarded to your appointing authority and copy forwarded your department director. Employee should keep a copy of this form.

**APPOINTING AUTHORITY'S DETERMINATION:**

Appointing Authority's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Copy forwarded to employee and department director on (date) \_\_\_\_\_

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**STEP 2 - Appeal to Department Director** I wish to appeal my appointing authority's decision.

Reason for Appeal:

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Forward to your department director.

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**Determination of Department Director:**

Department Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Copy forwarded to employee and appointing authority on (date) \_\_\_\_\_

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**STEP 3 - Appeal to Director of Personnel** I wish to appeal my department director's decision.

Reason for Appeal:

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Forward to Richard R. Frank, Director of Personnel, 1114 Market Street, Room 700, St. Louis, Missouri 63101