What is a grievance?
A grievance is a way to pursue resolution to workplace issues at the lowest level possible.

- Prior to initiating a grievance, please contact Human Resources at (303) 315-2700.

What issues can be grieved?
A grievance could be anything pertaining to working conditions and/or the employee/supervisor relationship. Please note that performance evaluations are disputed via separate and different process. Please contact the HR office regarding that process.

How many steps are in the grievance process?
There are two steps in the grievance process. A Step 1 grievance is informal. If not resolved at that step, the Step 2 grievance is a formal grievance. A copy of that grievance and response will be placed in an employee’s personnel file.

Do I have to complete the grievance form?
- It is recommended that you complete the Grievance form for Step 1.
- It is required that you complete the Grievance form for Step 2.

Who hears a grievance?
A Step 1 grievance is discussed with, and the written response is provided by, an employee’s direct supervisor or a second level supervisor (your supervisor’s manager).

- It is recommended that those responsible for hearing and responding to a Step 1 grievance contact Human Resources at (303) 315-2700.

A Step 2 grievance is submitted to, and the written response is provided by, the Human Resources Office.

Who can initiate a grievance?
A permanent state classified employee.

Where can I find more information about the grievance process?
State Personnel Rules, Chapter 8-8