



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.

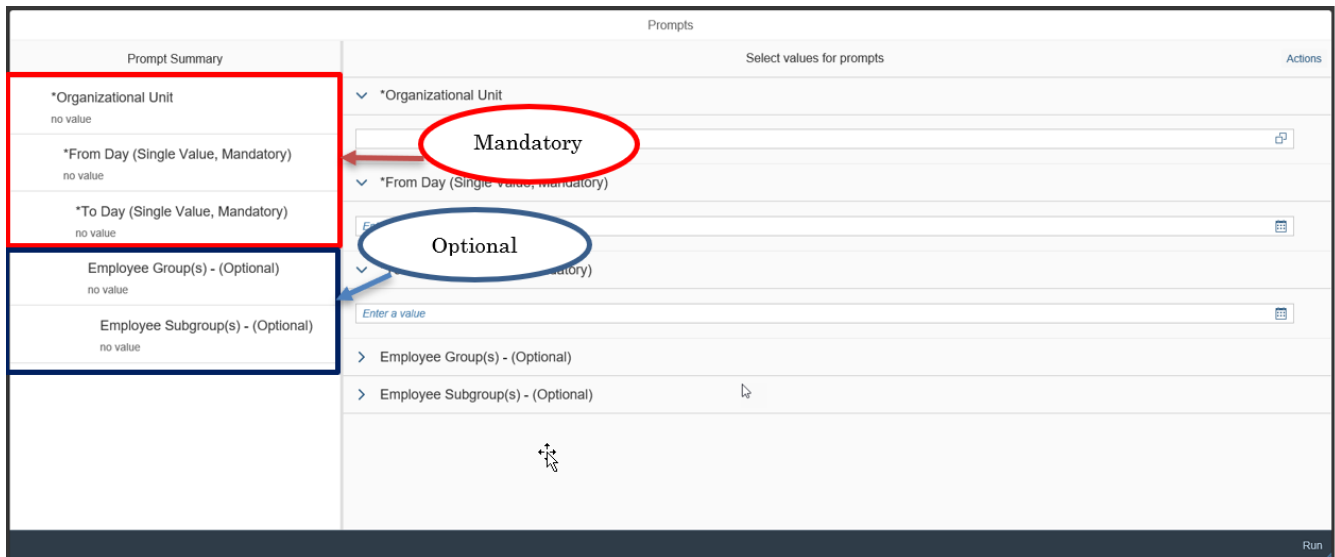
Data Load Frequency:

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.

Quick Links

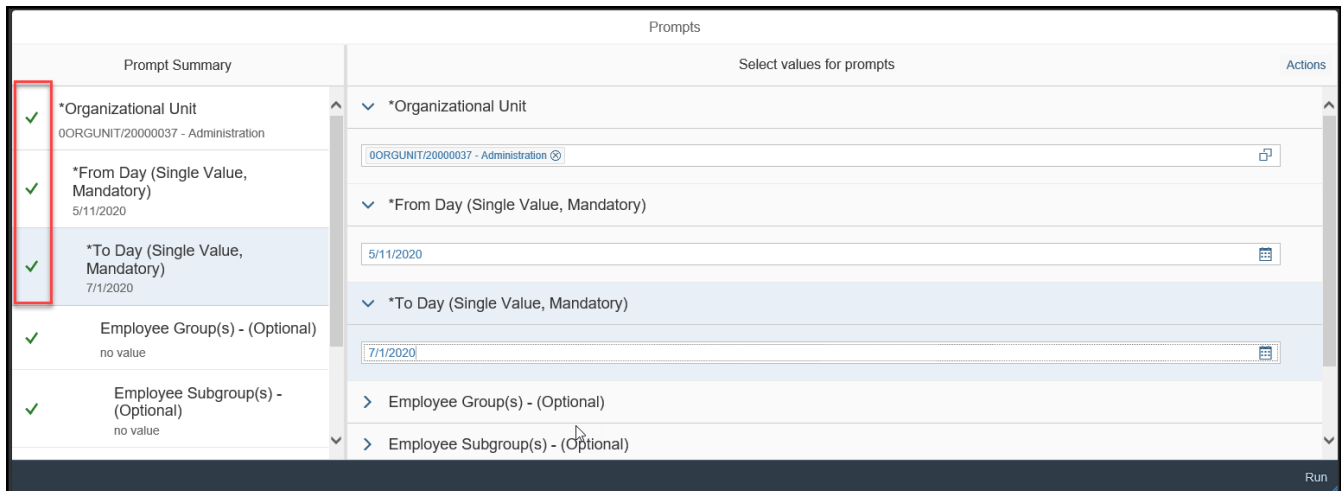
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How to generate this report



Mandatory Prompts

Mandatory prompts have an asterisk (*) on the left side of the prompts. When a valid value(s) is entered, a green check mark (✓) will appear to the left.



- * **Organizational Unit:** To select data for this prompt:
 - Click the “Matchbox” icon to see the list of Org Units (1).



- Navigate down to the desired Org Unit, check the box to select (2).
- Click the OK to accept your selection (3).

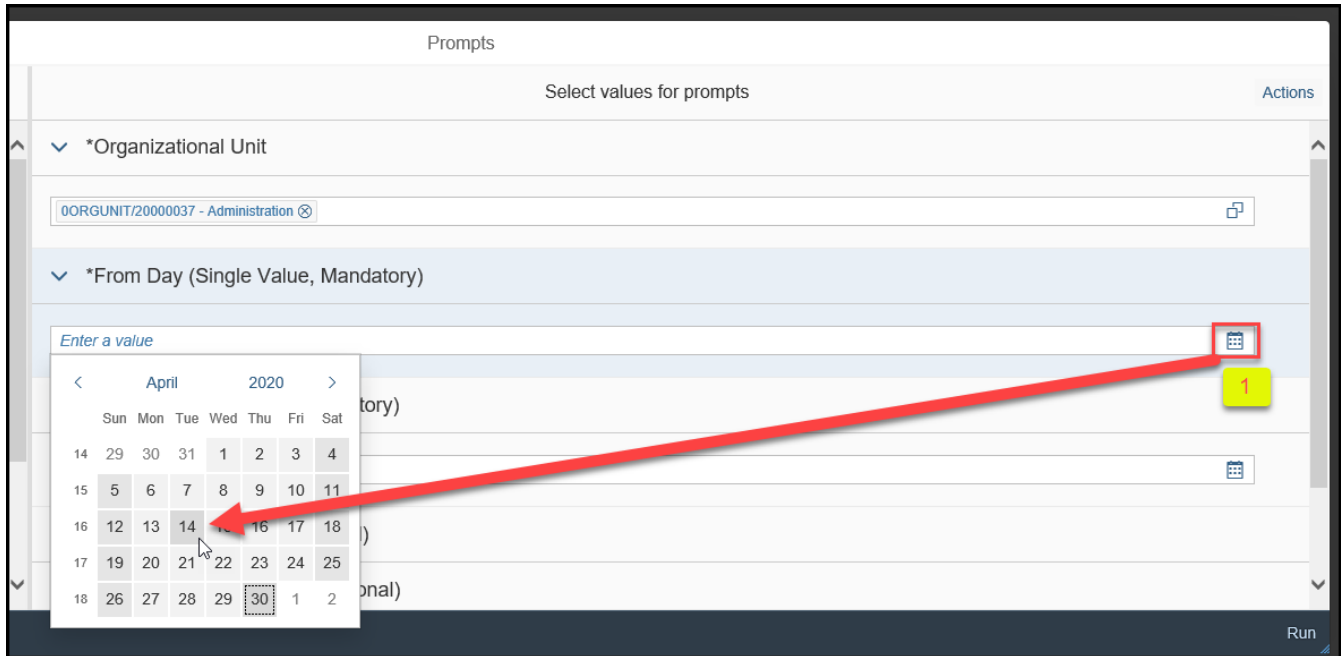
Choose Values ZHMMM_ORGUNIT

Search Q 1

- ✓ 0ORGUNIT/20000081 - Governor's Cabinet & Agencies
 - 20000081 - Governor's Cabinet & Agencies
- > 0ORGUNIT/20000001 - Governor's Office
- > 0ORGUNIT/20000035 - Juvenile Justice Delinquency
- > 0ORGUNIT/20000036 - State Personnel
- 2** 0ORGUNIT/20000037 - Administration
- > 0ORGUNIT/20000039 - Environment Natural Resources
- > 0ORGUNIT/20000040 - Wildlife Resources Commission
- > 0ORGUNIT/20000041 - Health and Human Services
- > 0ORGUNIT/20000042 - Correction
- > 0ORGUNIT/20000043 - Commerce

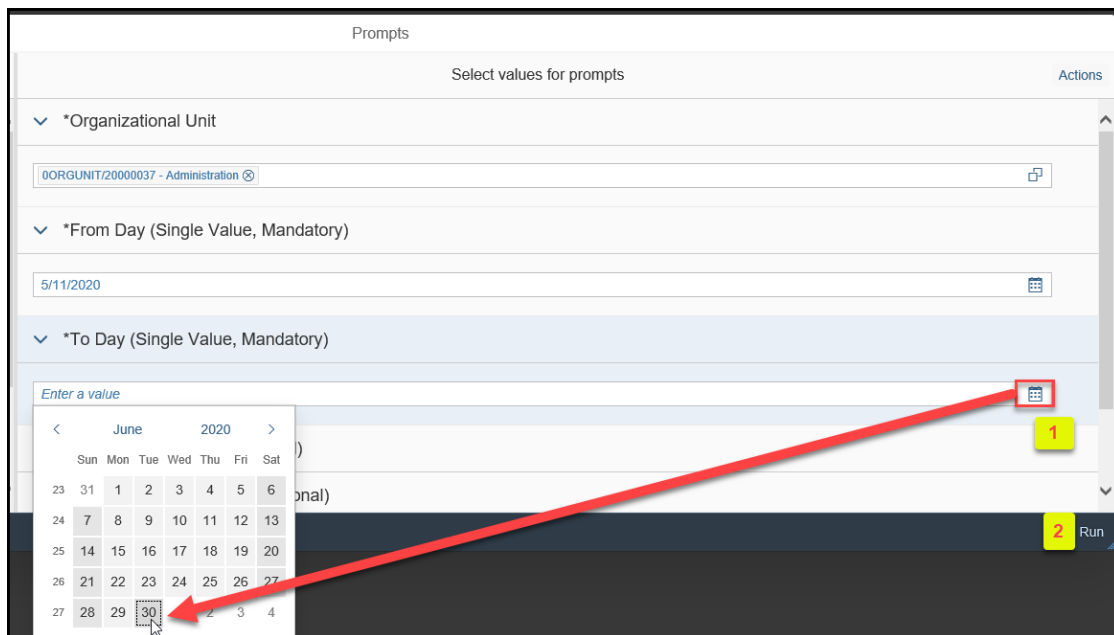
3 OK Cancel

- * **From Day:** To enter data for these prompts:
 - Click the calendar icon **(1)** to select the date.



***To Day:** To enter data for these prompts:

- Click the calendar icon **(1)** to select the date.
- If no other prompts are required click the Run button to execute the report **(2)**.



Optional Prompts

Optional prompts do not have an asterisk (*) to the left of the prompt name. They are used to assist with limiting the amount of data that is retrieved into the body of the report. The optional prompts on this report are:

Employee Group(s) - (Optional): To select data for this prompt:

- Click the right arrow to the left of the prompt name (1).

The screenshot shows a filter interface with three sections. The first section is titled '*From Day (Single Value, Mandatory)' and contains a date input field with '5/11/2020' and a calendar icon. The second section is titled '*To Day (Single Value, Mandatory)' and contains a date input field with '6/30/2020' and a calendar icon. The third section is titled 'Employee Group(s) - (Optional)' and contains a right-pointing arrow icon. A red box highlights the arrow icon, and a yellow box with the number '1' is placed next to it.

- Click the “Matchbox” icon (2) to see the list of Employee Groups.

The screenshot shows the 'Employee Group(s) - (Optional)' prompt. It has a dropdown arrow on the left. Below the prompt name is a search input field with the placeholder text 'Enter a value' and a plus sign on the right. A red box highlights a matchbox icon (a square with a plus sign) at the bottom right of the input field, and a yellow box with the number '2' is placed next to it.

- Navigate down to the desired Employee Group, check the box to select (3).
- Click OK to accept your selection (4).

Choose Values pmEmployee Group(s) - (Optional)

Search Q 1

<input type="checkbox"/>	Value	Description
<input type="checkbox"/>	A	SPA Employees
<input checked="" type="checkbox"/>	B 3	SPA Law Enforcement
<input type="checkbox"/>	O	Supplemental Staff

4
OK
Cancel

- **OR**, if the Employee Group key is known, skip steps 2 through 4 and enter it directly in (5).
- Click the “+” icon (6) to select.

Employee Group(s) - (Optional)

A 5

A - SPA Employees
6
+

Employee Subgroup(s) - (Optional): To select data for this prompt:

- Click the right arrow to the left of the prompt name (1).

A screenshot of a dropdown menu. The top item is 'Employee Group(s) - (Optional)' and the second item is 'Employee Subgroup(s) - (Optional)'. A red box highlights the right-pointing arrow to the left of the second item, with a yellow '1' next to it.

- Click the “Matchbox” icon (2) to see the list of Employee Subgroups.

A screenshot of a search input field. The text 'Employee Subgroup(s) - (Optional)' is at the top left. Below it is a search bar with the placeholder text 'Enter a value'. To the right of the search bar is a matchbox icon (a square with a plus sign) and a yellow '2' next to it.

- Navigate down to the desired Employee Subgroup, check the box to select (3).
- Click the OK to accept your selection (4).

A screenshot of a 'Choose Values' dialog box titled 'Choose Values pmEmployee Subgroup(s) - (Optional)'. It features a search bar at the top with a magnifying glass icon and a checkmark icon with the number '1'. Below the search bar is a table with two columns: 'Value' and 'Description'. The first row is highlighted in light blue and has a red box around it, with a yellow '3' next to its checkbox. The table contains the following rows:

Value	Description
<input checked="" type="checkbox"/> A1	FT N-FLSAOT Perm
<input type="checkbox"/> A2	FT N-FLSAOT Prob
<input type="checkbox"/> B1	FT S-FLSAOT Perm
<input type="checkbox"/> B2	FT S-FLSAOT Prob
<input type="checkbox"/> G5	National Guard
<input type="checkbox"/> GD	Temp Sol FT S-FLSAOT

At the bottom right of the dialog box, there are three buttons: 'OK' (with a yellow '4' next to it), 'Cancel', and a dark grey button.

- **OR**, if the Employee Subgroup key is known, skip steps 2 through 4 and enter it directly in (5).
- Click the “+” icon (6) to select.

Employee Subgroup(s) - (Optional)

Enter a va 5 +


Report 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								
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	

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		1		3		1	
	28.57		14.29		42.86		14.29	
White (Non-Hispanic/Latino)								
	1				1		1	
	33.33				33.33		33.33	
Total Female	3		1		4		2	
	30.00		10.00		40.00		20.00	
	3		1		4		2	
	30.00		10.00		40.00		20.00	
	3		1		4		2	
	30.00		10.00		40.00		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			
						5 45.45	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.

The screenshot shows an employee grievance form with the following details:

- 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
- Discrimination Basis (highlighted in red):**
 - Race
 - Age
 - National Origin
 - Color
 - Sex
 - Disability
 - Ethnicity
 - Genetic Information
 - Political Affiliation
 - National Guard
 - Veteran Status
 - Sexual Orientation
 - Gender Identity/Expression
 - 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 columns 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.

Discrimination Personnel Area Gender Ethnicity	Race	Religion	Color	National	Sex	Age	Disability	Pregnancy	Ethnicity	Agency Total
	# and %	# and %	# and %	Origin # and %	# and %	# and %	# and %			
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

- 5/7/2015 – Initial report creation to convert from BI to BOBJ
- 6/20/2019 - 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.
- 9/24/2020 - 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.
- 10/15/2020 - Added alt text and updated format. L. Lee