

## **Filing a Civil Service Grievance Appeal**

### **Who can file a formal civil service grievance?**

- Any category “C” or “D” regular, full-time civil service employee may process an employment grievance.
- Any category “C” or “D” probationary civil service employee may file a grievance except for those related to his/her performance rating or dismissal.

### **On what grounds can I file a grievance?**

- Improper application of rules, regulations, and procedures
- Unfair treatment, including coercion, restraint, or reprisal
- Discrimination because of race, religion, color, creed, gender, age, national origin, disability or political affiliation
- Disciplinary actions taken against him/her without proper cause
- Improper application of fringe benefits or improper working conditions
- Demotion, suspension, or dismissal

### **How do I file a formal grievance?**

- Grievances must be filed in writing, preferably using the Formal Grievance Form, within seven (7) calendar days from the event, and/or from the date of notification of disciplinary action (exclusive of holidays), unless this is beyond the control of the employee.
- Termination and disciplinary action grievances should be filed initially with the first level of supervision above the employee’s supervisor who caused the action, with a copy to the county Human Resources/Civil Service department.
- All other grievances should be initially filed with the employee’s immediate supervisor.

**Click here to download the [Formal Grievance Form](#).**

**Click here to view the complete [Dallas County Grievance Procedures Policy](#).**