



Step 1 Grievance

November 25, 2016

From: James P. Burnett - Step 1 Grievance, B Section, Department of the Agency

To: Alicia Smith, First Level Supervisor, Department of the Agency

Re: Step 1 Grievance - 2016 Performance Rating

Basis for Grievance:

Please find attached a Step 1 grievance over the November 20, 2016 decision to provide me an unsatisfactory performance rating for 2015-2016. I believe that my performance rating for 2016 did not fully take account of my positive contributions over the past year. For instance, I earned Team Employee of the Year for the entire Agency in April, 2016. In addition, my second line supervisor presented me with a commendation as the most improved employee within B Section in May of 2016. I believe that these achievements and the feedback from these achievements were not considered in my final performance rating.

Department of the Agency Policy, 123.11 requires that a front-line supervisor consider all awards given by senior level management in issuing a final annual performance rating. I don't believe that my earlier achievements were considered as required. I request an in person grievance meeting to discuss and resolve this grievance pursuant to Department of the Agency Policy 120.51, Oral Grievance Meeting Request.

Remedy Requested:

For the remedy requested to resolve this grievance, I would ask that my annual performance rating be changed to at least fully successful for 2016 based on my total performance and awards for the year and that my personnel records be changed to reflect the change in my performance rating. Thank you for your review of this matter.

Respectfully Submitted,

James P. Burnett

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