

Instructions

Step-1 and Step-2 grievances. Before completing this form, review [Regulation 8.01](#), *Grievance and Grievance Appeal Procedures*, and [Regulation 8.06](#), *Computing Time and Filing Documents*, available at [online](#). Your HR office can identify your Step-1 and Step-2 Officials for receiving filings and can provide information on filing grievances.

Grievance appeals must be filed by email, unless Civil Service Hearings Office's administrative officer grants a timely request for alternative filing. Communications about your grievance appeal from the CSHO will be sent by email. You must monitor the email address provided on the CS-100 for these communications.

Review the checklists below before filing. Visit the CSHO [website](#) or call 517-241-9096 for information.

Checklist for Step-1 or Step-2 grievance filings

- Is your grievance authorized? See Rule 8-1.3(a), *Types of grievances permitted*.
- Is your grievance timely? Your initial grievance must be filed within 14 days after you knew or reasonably should have known of the action being grieved. If a step-1 answer was issued within 14 days of your grievance filing, you must file any step-2 grievance within 14 days after the answer was issued. If a step-1 answer was not issued within 14 days of your step-1 grievance filing, you must file any step-2 grievance within 35 days after you filed your step-1 grievance. If your grievance is late, you must provide an explanation for your lateness.
- If you have an authorized representative, have you provided all contact information (including a valid email address), and is the representative eligible to represent you? See Regulation 8.01, § 4.K.
- Does your statement concisely describe the basis for the grievance and the remedy sought?
- Have you completely filled out, signed, and dated the CS-100?
- For a Step-2 grievance, have you included any Step-1 grievance and any Step-1 response?
- Have you submitted your grievance to the correct departmental official? Some actions can be grieved directly to Step 2. Consult your HR office to determine at which step your grievance should be filed. See Regulation 8.01, § 4.B.1.a

Checklist for grievance appeal filings to the CSHO

- Is filing a grievance appeal authorized? You cannot file a grievance appeal directly to the CSHO. A grievance appeal can only be filed after (1) a departmental Step-2 answer is issued or (2) a Step-2 grievance is filed and no timely step-2 answer is issued. If neither condition is met, your premature grievance appeal will be returned.
- Is the subject matter of your grievance appeal authorized? Your statement of grievance must include a concise statement of the basis for your grievance appeal, including the specific grounds for appeal. See Rule 8-2.2, *Limitation on Grievance Appeals*.
- Have you concisely described a result that you seek that is within the jurisdiction of the CSHO to grant?
- Is your appeal timely? If a step-2 answer was issued within 28 days of the step-2 grievance filing, you must file any appeal within 28 days after the step-2 answer was issued. If a step-2 answer was not issued within 28 days of the step-2 grievance filing, you must file any appeal within 70 days after you filed your step-2 grievance. If your appeal is late, you must provide an explanation for your lateness.
- Does your appeal contain a copy of all Step-1 and Step-2 grievances and departmental responses?
- Have you completely filled out, signed, and dated the CS-100? Sending a scanned copy of a signed form or typing your name in the signature box meets the requirement for an electronic signature.
- Did you file your grievance appeal to MCSC-Hearings@mi.gov by email? Email filing is mandatory for grievance appeals to the CSHO, unless an exception is requested and approved before the filing deadline. Subsequent communications will be by email. Keep copies of all filings for your records.