



GRIEVANCE OVERVIEW

REPORT DESCRIPTION B0057 | CRYSTAL REPORT

BOBJ

The purpose of this Report Description is to explain how to generate the grievance overview report in the Integrated HR-Payroll System.

Report Description:

This report shows the total number of grievances and corresponding percent calculations (based on Grievance Count). The counts and percentages are broken down by processing steps for each of the four Grievance Issue types (Policy Violation, Discrimination, Harassment, and Retaliation).

Report Location:

PA: Grievances

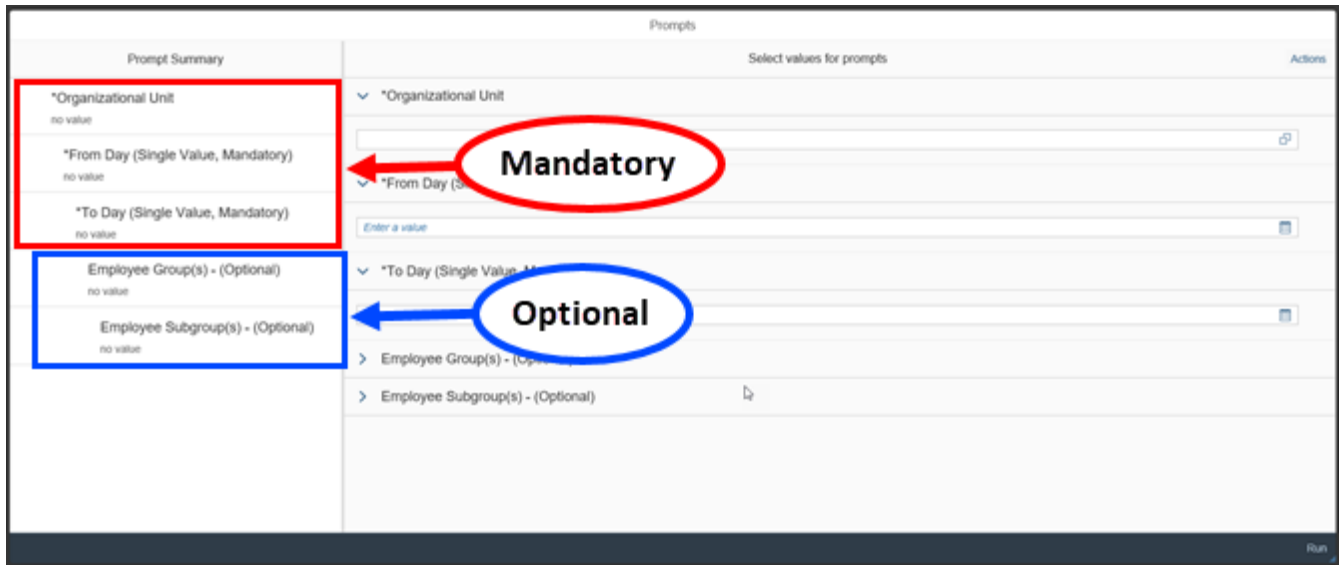
Report Uses:

The data summarized in this report will reflect the state's activity for employee grievances and will be 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.

Quick Links

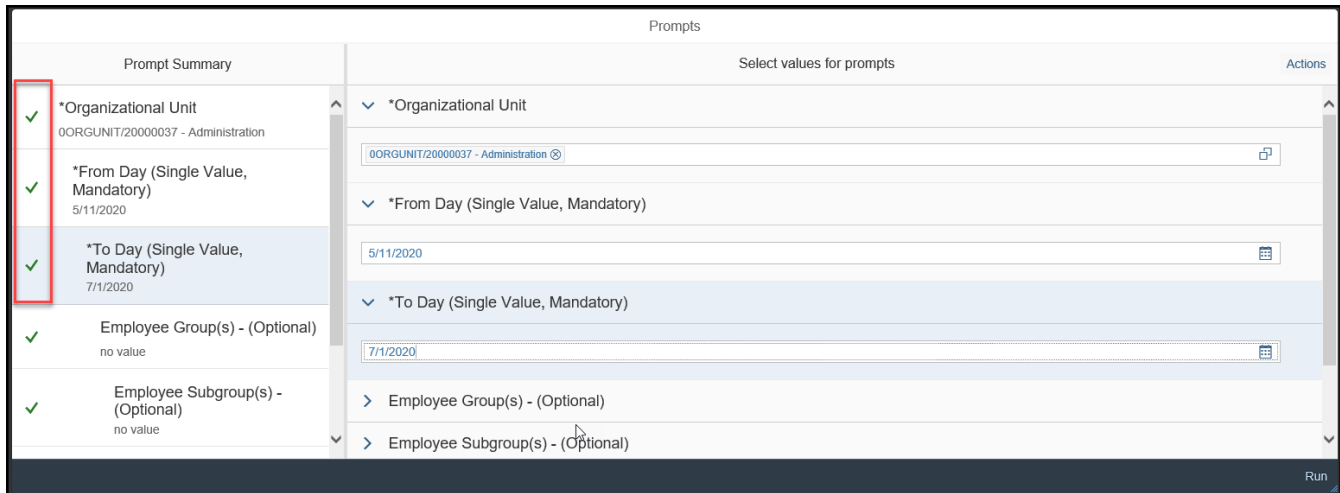
How to generate this report	2
Mandatory Prompts	2
Optional Prompts	5
Report Layout	8

How to generate this report

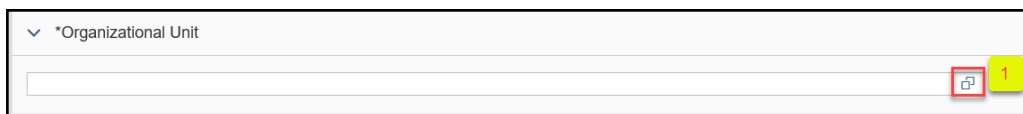


Mandatory Prompts

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

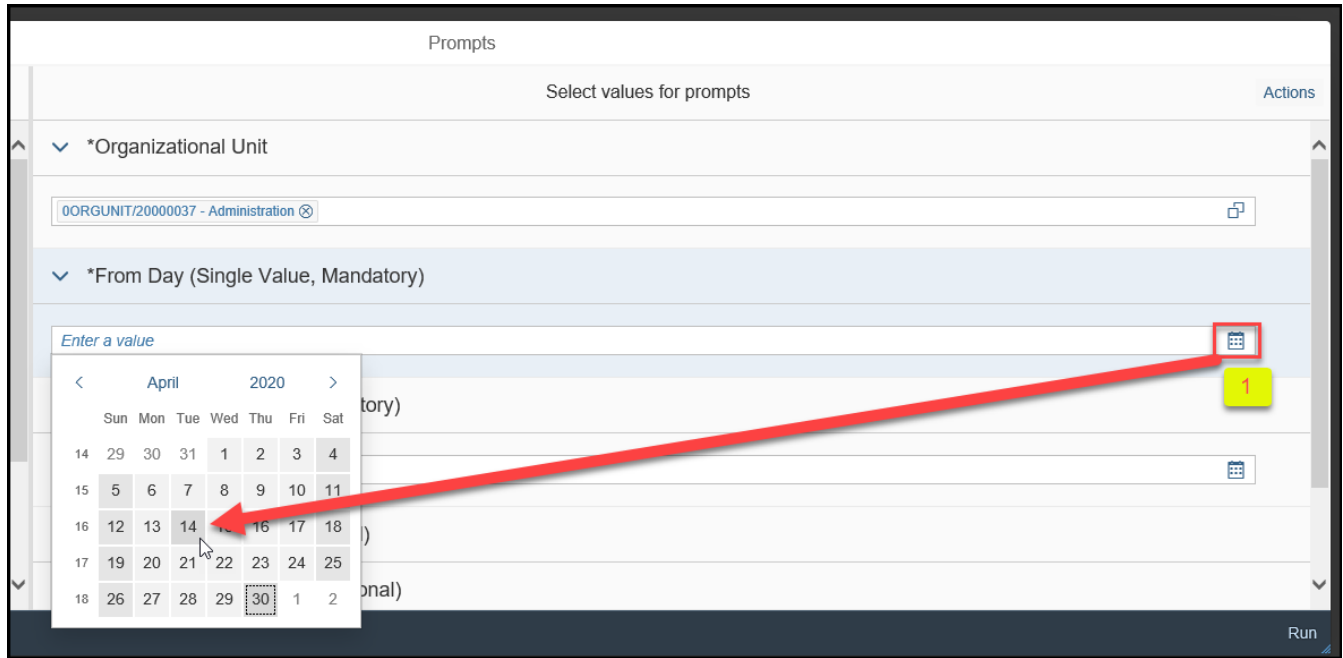
Search

- 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

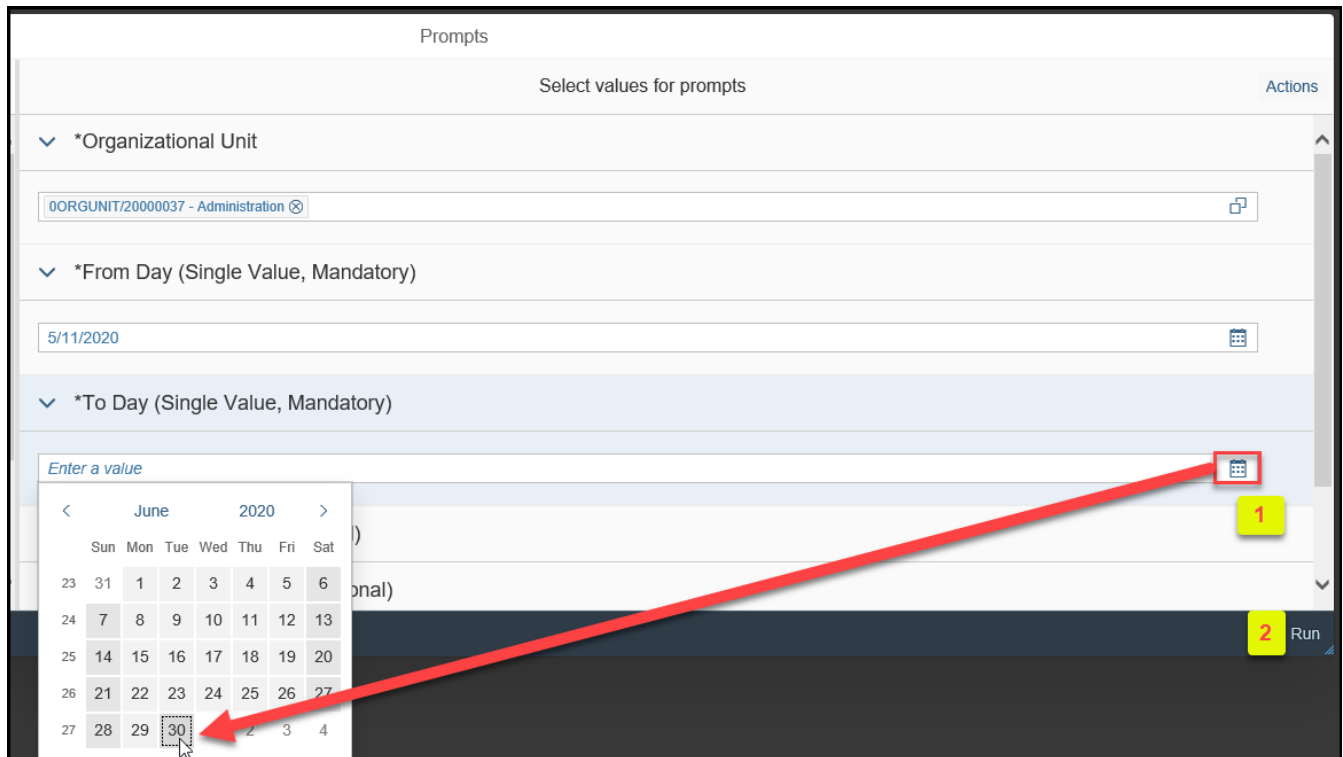
***From Day:** To enter data for these prompts:

- Click on the calendar icon (1) to select the date.



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

- Click on 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 list of filters for a report. The first filter is '*From Day (Single Value, Mandatory)' with a date of 5/11/2020. The second filter is '*To Day (Single Value, Mandatory)' with a date of 6/30/2020. Below these is the 'Employee Group(s) - (Optional)' prompt. A red box highlights a right-pointing arrow icon to the left of the prompt name, and a yellow box with the number '1' is placed over it.

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

The screenshot shows the 'Employee Group(s) - (Optional)' prompt selected. Below the prompt name is a search input field with the placeholder text 'Enter a value'. To the right of the input field is a 'Matchbox' icon (a square with a smaller square inside) highlighted by a red box, 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 the OK to accept your selection (4).

Choose Values pmEmployee Group(s) - (Optional)

Search 🔍 📄 1

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)

5 A + 6

A - SPA Employees

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

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

1 Employee Group(s) - (Optional)
> Employee Subgroup(s) - (Optional)

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

Employee Subgroup(s) - (Optional)
Enter a value +
Matchbox icon 2

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

Choose Values pmEmployee Subgroup(s) - (Optional)

Search [] [] 1

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

3

4 OK Cancel

- **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)

6

Enter a value 5
+

Report Layout

The report lists all grievances based on the prompt selections.

State of North Carolina B0057: Grievance Overview 12/1/13 to 5/6/15					
					Execution Date: 5/6/15
	Policy Violation # and %	Discrimination # and %	Harassment # and %	Retaliation # and %	Total
Total Grievances	20 48.78	13 31.71	4 9.76	4 9.76	41
INFORMAL	5 29.41	5 29.41	4 23.53	3 17.65	17
Resolved, Informal Discussion					
Resolved, EEO Informal Inquiry			1 100.00		1
Unresolved, Informal Discussion	5 62.50	2 25.00		1 12.50	8
Unresolved, EEO Informal Inquiry		3 37.50	3 37.50	2 25.00	8
Not Required					
Untimely					
STEP 1 (MEDIATION)	12 52.17	6 26.09	3 13.04	2 8.70	23
Resolution	6 50.00	3 25.00	1 8.33	2 16.67	12
Impasse	2 50.00	2 50.00			4
Withdrawn			2 100.00		2
Postponed					
No Show	1 100.00				1
Untimely					

Continued...

STEP 2 (FAD)	2	5	1	1	9
	22.22	55.56	11.11	11.11	
Upheld	2	1		1	4
	50.00	25.00		25.00	
Reversed		2			2
		100.00			
Modified		1	1		2
		50.00	50.00		
Withdrawn		1			1
		100.00			
Resolved Prior to FAD					
No Show					
Untimely					

B0057: Grievance Overview Page 1

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	Policy Violation # and %	Discrimination # and %	Harassment # and %	Retaliation # and %	Total
OAH	2 33.33	2 33.33	1 16.67	1 16.67	6
Petitioner		1 100.00			1
Respondent			1 100.00		1
Modified				1 100.00	1
Withdrawn					
Resolved Prior to Decision					
Dismissed at OAH					

Execution Date: 5/6/15

Change Record

- 5/7/2015 – Initial report creation to convert from BI to BOBJ.
- 9/24/2020 – Updated screenshots due to change in user interface, moved from Adobe Flash to HTML. There was a phase out of Adobe effective 10/22/2020.
- 10/8/2020 – Updated format, assigned reference number, and made accessible – C. Ennis
- 10/13/2020 – Added alt text - L.Lee