

GRIEVANCE SETTLEMENT EPAR SUBMISSION GUIDE

Overview/Tips

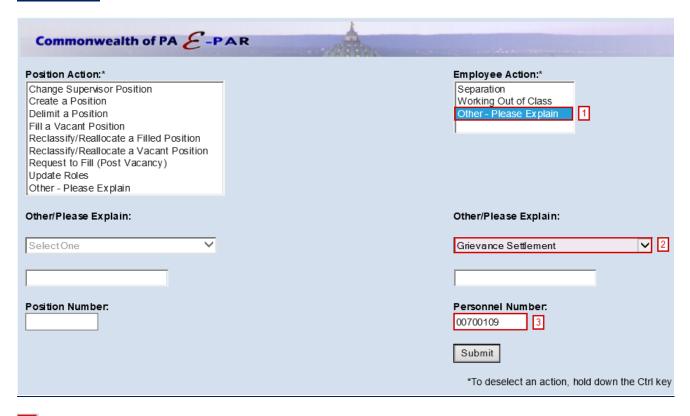
Requests to process grievance settlements are submitted via this type of EPAR.

Agencies are required to provide a copy of the signed settlement agreement.

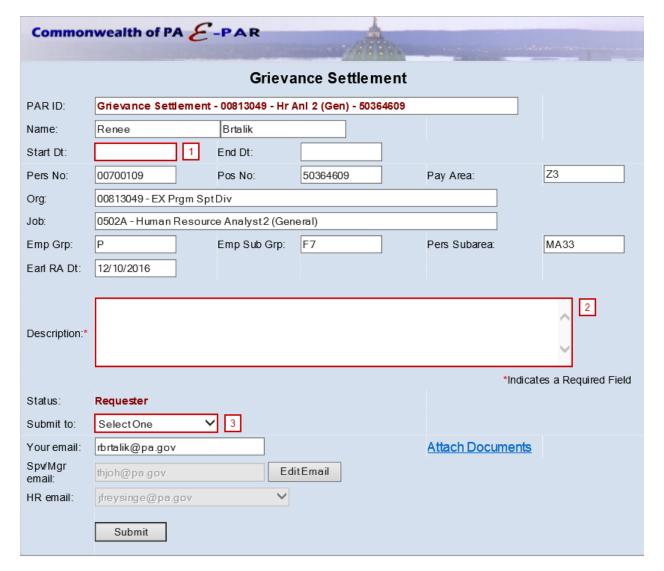
Please be sure to include detailed instructions and all necessary documents (listed further down in guide) in order to ensure the settlement is processed in a timely manner.

NOTE: If an employee was previously separated/terminated and is being made whole because of a grievance settlement, a Rehire PAR should first be submitted to make the employee active. Then, this Grievance Settlement PAR should be submitted with all details.

EPAR Form



- Under Employee Action, Select Other Please Explain.
- Under Other/Please Explain, select Grievance Settlement.
- Enter the Personnel Number and click Submit.



- Enter effective date in which requested changes should be made.
- Include a **detailed** description of all requested updates and attach documents to EPAR. Be sure to include the following if applicable:
 - Grievance Settlement
 - Make Whole Memo
 - Medical Questionnaire
 - Grievance settlement Write-Up/Instructions
 - Funding/banking information for separated EE's/lump sum payments
 - Calculations for OT Equalization settlements including attendance types
- Choose appropriate option based on your agency's chain of approval and click submit.

References

Personnel Administration Alert 2014-07 (Grievance Settlements/Back Pay Awards Processing)

<u>Management Directive 525.12 (Payment of Back Pay Due to Reinstatement of a Separated Employee or Reduction of Disciplinary Suspension)</u>

Management Directive 590.8 (Classification Grievance Processing)