**ELR Tracking User Roles**

Agency Manager

(Add, edit, delete any requests entered for the agency, view reports, administer agency professional users, manage sub agency list)

Agency Professional

(Add, edit, delete any requests entered for their sub agency and activity area, view reports related to their sub agency and activity area)

Enterprise Manager

(View reports for any agency, manage users, manage reference lists)

Enterprise Professional

(View reports)

**Employee Information Captured from IRIS or Input by User**

Employee First Name

Employee Last Name

Employee No

Employee Organization

Org Code

Employee Agency ID

Bargaining Unit

Employee Job Name

Employee Job Code

Employee Status

Work Contract

Regular or Probationary Status

FLSA Code

**Civil Service Appeals (Employee or Filing Party)**

Appellant Status

*Employee*

*Job Applicant*

*Class Action*

*Comments*

Appeal Number

Appeal Receipt Date

Complaint Type *(Selection) (Multiple)*

*951(a)*

*951(b)*

*951(c)*

*951(d)*

*Improper Signatory Authority*

Date Appeal Accepted

Appeal Subject *(Selection) (Multiple)*

*Discrimination*

*Discipline - Just/Good Cause*

*Discipline –Discrimination*

*Non-Selection*

*Eligibility*

*Procedural – Act/Rules Violation*

*Other*

Grievance Filed *(Yes/No)*

Indispensable Party *(First Name, Last Name)*

Attorney Assigned *(First Name, Last Name)*

Analyst Assigned *(First Name, Last Name)*

Pre Hearing Conference Date

Hearing Date *(Multiple date entry lines)*

Hearing Location

Disposition *(Selection)*

*Settled*

*Withdrawn*

*Hearing Not Granted*

*Postponed/Continued*

*Sustained*

*Sustained in part, denied in part*

*Dismissed*

*Other*

Disposition Date

Post Hearing Appeal Status *(Selection)*

*Appeal filed by Commonwealth*

*Appeal filed by Appellant*

*No appeal filed*

Comments

**Criminal Conduct (Employee)**

Arrest Date

Offense Date

Employee Report Arrest Date

Report Receipt Date

Report Received From *(Selection) (Multiple)*

*Employee*

*Supervisory staff*

*PA State Police*

*OA/JNET*

*Media*

*Other*

Program Area Notification Date

Arresting Authority

Work Related Arrest *(Yes/No)*

Suspension Pending Investigation *(Yes/No)*

Criminal Charges Filed *(Multiple)*

Offense Level *(Selection) (Multiple)*

*Felony 3*

*Felony 2*

*Felony 1*

*Misdemeanor 3*

*Misdemeanor 2*

*Misdemeanor 1*

*Summary*

Reported on Employee Job Application *(Yes/No/Not Applicable)*

OA Information Receipt Date

Agency Response sent to OA Date

Analyst Assigned *(First Name, Last Name)*

Interview Date *(Multiple)*

Preliminary Hearing Date *(Multiple date entry lines)*

Preliminary Hearing Result *(Selection)*

*Hearing Waived*

*Dismissed in total*

*Dismissed in part*

*Bound for trial*

*Accelerated Rehabilitative Disposition*

*No Lo Contendre*

*Guilty Plea Submitted*

*Other*

Type of Other Hearing Held

Other Hearing Result

Hearing(s) Comment

Final Disposition of Charges *(Selection)*

**Criminal Conduct (Employee) continued**

*Finding of Not Guilty in total*

*Finding of Not Guilty in part*

*Finding of Guilt*

*Accelerated Rehabilitative Disposition*

*No Lo Contendre*

*Guilty Plea Submitted*

Final Charge Disposition Date

Other Restrictions Imposed

Employee Work Release Request Date

Work Release Status *(Approved/Denied)*

Work Release Comment

Disciplinary Action Taken *(Selection)*

*No Action Taken*

*Reprimand*

*Oral*

*Written*

*Suspension*

*One Day*

*Two days*

*…Thirty Days or more*

*ADLS*

*Level One (equal to one day susp)*

*Level One (equal to three day susp)*

*Level Two (equal to three day susp)*

*Level Two (equal to five day susp)*

*Final Warning Issued (Yes or No)*

*Demotion*

*Discharge*

*Other*

Comments

**Disciplinary Actions (Employee)**

Suspension Pending *(Yes or No)*

Suspension Pending Date

PDC Date *(Multiple date entry lines)*

Discipline Year

Discipline Number

Action Reason *(Selection) (Multiple)*

Abandonment of position

Abuse of patient/inmate

Failure to report

Negligent abuse

Physical abuse

Verbal abuse

Accepting goods, money, services or favors

Administrative Separation

Assault of fellow employee

Assault on supervisory staff

At-will Separation

Code of Conduct (agency) violation

Code of Ethics (Corrections) violation

Section A.1

Section A.2

Section A.3

Section A.4

Section A.5

Section A.6

Section B.1

Section B.2

Section B.3

Section B.4

Section B.5

Section B.6

Section B.7

Section B.8

Section B.9

Section B.10

Section B.11

Section B.12

Section B.13

Section B.14

Section B.15

Section B.16

Section B.17

Section B.18

Section B.19

**Disciplinary Actions (Employee) continued**

Section B.20

Section B.21

Section B.22

Section B.23

Section B.24

Section B.25

Section B.26

Section B.27

Section B.28

Section B.29

Section B.30

Section B.31

Section B.32

Confrontation – Physical

Confrontation – Verbal

Contraband

Corporate Credit Card – Misuse, abuse or failure to pay

Criminal charges

Customer complaints

Damage, misappropriation or unauthorized use of equipment

Destroying evidence or giving false testimony

Disclosure of confidential information

Discourteous conduct

Dishonesty

Disorderly conduct

Dress code violation

Drinking on duty

Excessive telephone usage

Excessive use of non-prescheduled combined leave

Failure to file supplementary employment

Failure to follow instructions/procedure

Failure to follow order

Failure to maintain satisfactory working relationships

Failure to obtain and maintain licensure

Failure to perform work

Failure to provide information

Failure to properly report off

Failure to report arrest

Failure to submit medical documentation

Failure to submit to drug test

Failure to report incident

False statements

Falsification of records/reports

Fighting

**Disciplinary Actions (Employee) continued**

Fitness for duty

Flouting of authority

Fraternization

Gambling on duty

Governor’s Code of Conduct violation

Harassment

Horseplay

Immoral behavior

Improper involvement

Improper job attitude

Inability to perform essential functions

Inappropriate conduct

Inattentive to duty

Incompetence/Inefficiency

Indecent conduct

Insubordination

Internet/E-mail policy violation

Leaving post with authorization

Loafing

Malfeasance

Malpractice

Misappropriation of funds

Miscellaneous

Misrepresentation

Misuse of authority

Misuse of Commonwealth credit card

Misuse of Commonwealth resources

Neglect of duty

Negligence

Negligent operation of a state vehicle

Negligent or willful damage to Commonwealth property

Obscene language

Obstructing, hindering or impeding an investigation

Off-duty misconduct

Personal work on employer-time

Pilfering

Poor customer service

Poor judgment

Possession of unauthorized materials/drugs/alcohol

Prohibited political activity

Racial statements

Reckless endangerment

Refusal of mandatory overtime

Refusal to cooperate with official investigation

**Disciplinary Actions (Employee) continued**

Reporting to work under the influence

Retaliation

Sexual harassment

Sleeping on duty

Somnolent state

Subversive behavior

Theft

Threats

Time & Attendance

Absent without leave

Abuse of sick leave/pattern usage

Abuse of sick leave/proof of illness

Excessive absenteeism

Failure to report to work

Late call-off

Lateness

Lunch/Rest period abuse

Tardiness

Unauthorized absence

Unavailability for work

Unreported absence

Unauthorized possession of a firearm on Commonwealth property

Unauthorized possession, taking or use of Commonwealth property

Unavailability for work

Unfit for duty

Unsatisfactory work performance

Use of excessive force

Use of profane or abusive language

Vandalism

Violation of COCE

Violation of security procedures  
Violation of civil service act/rules

Violation of post orders

Workplace violence

Internal Approval Date

Discipline Type *(Selection)*

*Reprimand*

*Oral*

*Written*

*Suspension*

*One Day*

*Two days*

*…Thirty Days or more*

*ADLS*

*Level One (equal to one day susp)*

*Level One (equal to three day susp)*

*Level Two (equal to three day susp)*

*Level Two (equal to five day susp)*

*Final Warning Issued (Yes or No)*

*Demotion*

*Discharge*

*Other*

Discipline Issuance Date

Notice Received by Employee Date

Action Effective Date

Additional Action Taken

Analyst Assigned *(First Name, Last Name)*

Analyst Assigned Date

Workers Comp Related *(Yes/No)*

Discipline Purge Date

Comments

**Employee Contractual Grievances (Employee or Filing Party)**

Filing Party *(Selection)*

*Individual,*

*Name (First Name, Last Name)*

*Class Action*

*Work Location*

*State-Wide*

*Comments*

Request ID *(If employee filing grievance, this will link to employee data)*

Union *(Selection)*

*AFSCME*

*District Council 83*

*District Council 84*

*District Council 85*

*District Council 86*

*District Council 87*

*District Council 88*

*District Council 89*

*District Council 90*

*Statewide – Council 13*

*CIVEA*

*Comm Bar Assoc – PUC*

*FOP - ALES*

*FOP - Capitol Police*

*FOP - DCNR Rangers*

*FOP - Fish*

*FOP - Game*

*FOP - PLEA*

*FOP - PSTA*

*FOSCEP*

*ISSU*

*OPEIU*

*PDA*

*PSEA - Tenured*

*PSEA - Non Tenured*

*PSCOA*

*PSSU*

*PSSU UC Hearing Referees*

*SEIU 1199-P*

*UFCW*

*Local 23*

*Local 27*

*Local 1776*

*UGSOA*

Union Grievance Number

**Employee Contractual Grievances (Employee or Filing Party) continued**

Bargaining Unit Code *(Selection) (Multiple)*

A1 AFSCME

A2 AFSCME

A4 AFSCME

A7 AFSCME

B1 AFSCME

B2 AFSCME

B4 AFSCME

C4 FOSCEP

C5 FOSCEP

D4 PSEA - Tenured

E4 CIVEA

E7 CIVEA

F1 PSSU

F2 PSSU

F4 PSSU

F5 PSSU

G1 AFSCME

G2 AFSCME

G4 AFSCME

G5 AFSCME

H1 PSCOA

H2 AFSCME

I5 PSSU

J1 AFSCME

J2 AFSCME

K1 FOP - Fish

K2 FOP - Fish

K4 FOP - PLEA

K5 FOP - ALES

K8 FOP - Game

L1 PSTA

L4 FOP - Capitol Police

M1 UFCW

M2 ISSU

M7 UFCW

N1 AFSCME

N2 AFSCME

N7 AFSCME

P4 SEIU 1199-P

P5 SEIU 1199-P

P7 SEIU 1199-P

R1 UGSOA

R2 UGSOA

**Employee Contractual Grievances (Employee or Filing Party) continued**

R4 PSRA

S4 PSEA - Non Tenured

T4 PDA

T5 PDA

Z4 Comm Bar Assoc – PUC

Grievance Type *(Selection)*

*Classification*

*Contract Interpretation*

*Discipline*

Unfair Labor Practice Charge Filed (*Yes or No)*

Issue *(Multiple Text)*

Contract/Memorandum *(Selection)*

*Contract\**

*Memorandum\*\**

**NOTE: Depending on whether Contract or Memorandum selected, the following fields populate:**

*\**Article Cited 1 *(Selection) (Multiple)*

*Article 1 through Article 55, Appendix A - Appendix Z (Dropdown)*

*Section 1 through Section 45*

*\*\**Recommendation Cited 1 *(Selection) (Multiple)*

*Recommendation 1 through Recommendation 55, Appendix A - Appendix Z (Dropdown)*

*Paragraph 1 through Paragraph 45*

Grievance Procedure *(Selection)*

*\*Accelerated Grievance Procedure (AGP)*

*\*\*Standard Grievance Procedure (SGP)*

*\*\*Other*

Analyst Assigned *(First Name, Last Name)*

**NOTE: Depending on whether AGP or SGP selected, the following fields populate:**

\*First Step Grievance Receipt Date

\*Analyst Assigned *(First Name, Last Name)*

\*First Step Meeting Date

\*First Step Disposition *(Selection)*

*Settled/Resolved*

*Withdrawn*

*Denied*

\*First Step Disposition Date

\*Second Step Docket Number

\*Second Step Disposition *(Selection)*

**Employee Contractual Grievances (Employee or Filing Party) continued**

*Settled/resolved prior to hearing*

*Withdrawn prior to hearing*

*On-in-error*

*Direct to arbitration*

*Denied*

*Modified*

*Sustained*

*Remanded*

*Deadlocked*

\*Second Step Disposition Date

\*Third Step Docket Number

\*Arbitrability Raised Date

\*Third Step Disposition *(Selection)*

*Settled/Resolved prior to hearing*

*Withdrawn prior to hearing*

*On-in-error*

*Direct to arbitration*

*Denied*

*Modified*

*Sustained*

*Remanded*

*Deadlocked*

*Settled prior to arbitration*

*Withdrawn prior to arbitration*

*Not filed to arbitration*

*Denied by arbitrator*

*Sustained by arbitrator*

*Modified by arbitrator*

\*Third Step Disposition Date

\*Fourth Step Docket Number

\*Fourth Step Disposition *(Selection)*

*Not Applicable*

*Settled/Resolved prior to hearing*

*Withdrawn prior to hearing*

*On-in-error*

*Direct to arbitration*

*Denied*

*Modified*

*Sustained*

*Remanded*

*Deadlocked*

*Settled prior to arbitration*

*Withdrawn prior to arbitration*

*Not filed to arbitration*

**Employee Contractual Grievances (Employee or Filing Party) continued**

*Denied by arbitrator*

*Sustained by arbitrator*

*Modified by arbitrator*

*Remanded by arbitrator*

\*Fourth Step Disposition Date

\*Assigned Employer Arbitration Advocate *(first name, last name)*

\*Arbitration Hearing Date

\*\*First Step Grievance Receipt Date

\*\*First Step Disposition *(Selection)*

*Settled/Resolved*

*Withdrawn*

*Denied*

\*\*Second Step Grievance Receipt Date

\*\*Second Step Disposition *(Selection)*

*Settled/Resolved*

*Withdrawn*

*Denied*

*Remanded*

\*\*Second Step Disposition Date

\*\*Third Step Grievance Receipt Date

\*\*Third Step Disposition *(Selection)*

*Settled/Resolved*

*Withdrawn*

*Denied*

*Remanded*

\*\*Third Step Disposition Date

\*\*Fourth Step Grievance Receipt Date

\*\*Fourth Step Disposition *(Selection)*

*Not Applicable*

*Settled/Resolved*

*Withdrawn*

*Denied*

*Remanded*

\*\*Fourth Step Disposition Date

\*\*Fifth Step Grievance Receipt Date

\*\*Assigned Employer Arbitration Advocate *(first name, last name)*

\*\*Arbitration Hearing Date

\*\*Fifth Step Disposition *(Selection)*

*Not Applicable*

*Settled/Resolved prior to arbitration*

*Withdrawn prior to arbitration*

*Not filed to arbitration*

*Denied by arbitrator*

*Sustained by arbitrator*

*Modified by arbitrator*

*Remanded by Arbitrator*

\*\*Fifth Step Disposition Date

Comments

**Local Agreements/Side Letters (Employee or Involved Party)**

Involved Parties *(Selection)*

*Employee*

*Name (First Name, Last Name)*

*Class Action/ Group*

*Comments*

Unique No

Org Code

Work Location

(Street Address, City, State, ZIP)

Union *(Selection)*

*AFSCME*

*District Council 83*

*District Council 84*

*District Council 85*

*District Council 86*

*District Council 87*

*District Council 88*

*District Council 89*

*District Council 90*

*Statewide – Council 13*

*CIVEA*

*Comm Bar Assoc – PUC*

*FOP - ALES*

*FOP - Capitol Police*

*FOP - DCNR Rangers*

*FOP - Fish*

*FOP - Game*

*FOP - PLEA*

*FOP - PSTA*

*FOSCEP*

*ISSU*

*OPEIU*

*PDA*

*PSEA - Tenured*

*PSEA - Non Tenured*

*PSCOA*

*PSSU*

*PSSU UC Hearing Referees*

*SEIU 1199-P*

*UFCW*

*Local 23*

*Local 27*

*Local 1776*

*UGSOA*

**Local Agreements/Side Letters (Employee or Involved Party) Continued**

Bargaining Unit Code *(Selection) (Multiple)*

A1 AFSCME

A2 AFSCME

A4 AFSCME

A7 AFSCME

B1 AFSCME

B2 AFSCME

B4 AFSCME

C4 FOSCEP

C5 FOSCEP

D4 PSEA - Tenured

E4 CIVEA

E7 CIVEA

F1 PSSU

F2 PSSU

F4 PSSU

F5 PSSU

G1 AFSCME

G2 AFSCME

G4 AFSCME

G5 AFSCME

H1 PSCOA

H2 AFSCME

I5 PSSU

J1 AFSCME

J2 AFSCME

K1 FOP - Fish

K2 FOP - Fish

K4 FOP - PLEA

K5 FOP - ALES

K8 FOP - Game

L1 PSTA

L4 FOP - Capitol Police

M1 UFCW

M2 ISSU

M7 UFCW

N1 AFSCME

N2 AFSCME

N7 AFSCME

P4 SEIU 1199-P

P5 SEIU 1199-P

P7 SEIU 1199-P

R1 UGSOA

R2 UGSOA

**Local Agreements/Side Letters (Employee or Involved Party) Continued**

R4 PSRA

S4 PSEA - Non Tenured

T4 PDA

T5 PDA

Z4 Comm Bar Assoc – PUC

Local Agreement Type *(Selection) (Multiple)*

*Vacation Selection*

*Leave*

*Overtime Equalization*

*Scheduling/Hours of Work*

*Alternate Work Schedule*

*Preservation of BU Work*

*Travel Time*

*Meal/Rest Periods*

*Rates of Pay*

*Seniority/Furlough Units*

*Training*

*Transfers*

*Shift Preference/Bidding Procedures*

*Bid Posts*

*Other*

Agreement Effective Date

Contract/Memorandum *(Selection) (Multiple)*

*Contract\**

*Memorandum\*\**

Issue *(Multiple Text)*

**NOTE: Depending on whether Contract or Memorandum selected, the following fields populate:**

*\**Article Cited/Modified *(Selection) (Multiple)*

*Article 1 – Article 55, Appendix A - Appendix Z (Dropdown)*

*Section 1 through Section 45*

*\*\**Recommendation Cited/Modified *(Selection) (Multiple)*

*Recommendation 1- Recommendation 55, Appendix A - Appendix Z (Dropdown)*

*Paragraph 1 through Paragraph 45*

Commonwealth Signatory Party *(First Name, Last Name)*

Union Signatory Party *(First Name, Last Name)*

Implementation Date

Amendment Date 1

Amendment Date 2

Amendment Date 3

Amendment Date 4

End Date

Comments

**Preservation Bargaining Unit (Filing Party)**

Unique No

Issue *(Selection) (Multiple)*

*Reassignment/Transfer of Work outside Barg Unit*

*Reassignment/Transfer of Work within Barg Unit*

*Subcontract*

*Other*

Org Code

Union Affected *(Selection)*

*AFSCME*

*District Council 83*

*District Council 84*

*District Council 85*

*District Council 86*

*District Council 87*

*District Council 88*

*District Council 89*

*District Council 90*

*Statewide – Council 13*

*CIVEA*

*Comm Bar Assoc – PUC*

*FOP - ALES*

*FOP - Capitol Police*

*FOP - DCNR Rangers*

*FOP - Fish*

*FOP - Game*

*FOP - PLEA*

*FOP - PSTA*

*FOSCEP*

*ISSU*

*OPEIU*

*PDA*

*PSEA - Tenured*

*PSEA - Non Tenured*

*PSCOA*

*PSSU*

*PSSU UC Hearing Referees*

*SEIU 1199-P*

*UFCW*

*Local 23*

*Local 27*

*Local 1776*

*UGSOA*

Bargaining Unit Code *(Selection) (Multiple)*

**Preservation Bargaining Unit (Filing Party) continued**

A1 AFSCME

A2 AFSCME

A4 AFSCME

A7 AFSCME

B1 AFSCME

B2 AFSCME

B4 AFSCME

C4 FOSCEP

C5 FOSCEP

D4 PSEA - Tenured

E4 CIVEA

E7 CIVEA

F1 PSSU

F2 PSSU

F4 PSSU

F5 PSSU

G1 AFSCME

G2 AFSCME

G4 AFSCME

G5 AFSCME

H1 PSCOA

H2 AFSCME

I5 PSSU

J1 AFSCME

J2 AFSCME

K1 FOP - Fish

K2 FOP - Fish

K4 FOP - PLEA

K5 FOP - ALES

K8 FOP - Game

L1 PSTA

L4 FOP - Capitol Police

M1 UFCW

M2 ISSU

M7 UFCW

N1 AFSCME

N2 AFSCME

N7 AFSCME

P4 SEIU 1199-P

P5 SEIU 1199-P

P7 SEIU 1199-P

R1 UGSOA

R2 UGSOA

R4 PSRA

**Preservation Bargaining Unit (Filing Party) continued**

S4 PSEA - Non Tenured

T4 PDA

T5 PDA

Z4 Comm Bar Assoc – PUC

Affected Classification Code 1

Affected Classification Code 2

Affected Classification Code 3

Project Start Date

Project End Date

Contract Assignment Reason *(Selection)*

*Technological Change*

*Improved Delivery of Service*

*Cost Savings*

*Insufficient Number of Staff available for Recall*

*Recruitment Difficulties*

*Other*

Cause of Work Becoming Available *(Selection)*

*Separation of Incumbent*

*Promotion of Incumbent*

*Demotion of Incumbent*

*Reassignment of Incumbent*

*Newly developed Work*

*Other*

Union Notified *(Yes/No)*

Union Contact Name *(First Name, Last Name) (Multiple)*

BLR1 Sent Date

Union Response Due Date

Union Response Receipt Date

Union Response *(Selection)*

*Request to Meet and Discuss*

*Release Granted*

*No Response Received*

*Other*

Meet and Discuss Date *(Multiple)*

Additional Info Requested

Additional Info Provision Date *(Multiple)*

Alternatives Provided *(Yes or No)*

Meet and Discuss Outcome

Notice of Intent to Implement Date

Appeal Receipt Date

Union Appeal No

Committee Meeting Date

Committee Decision *(Selection)*

*Settled prior to Committee*

**Preservation Bargaining Unit (Filing Party) continued**

*Withdrawn prior to Committee*

*Denied*

*Modified*

*Sustained*

*Remanded*

*Deadlocked*

Appeal to Arbitration *(Yes/No)*

Arbitration Date

Arbitration Decision *(Selection)*

*Settled prior to arbitration*

*Withdrawn prior to arbitration*

*Denied by arbitrator*

*Sustained by arbitrator*

*Modified by arbitrator*

*Remanded by Arbitrator*

Comments

**Unfair Labor Practice Charges (Employee or Filing Party)**

PERA (Act 195) No.\*

PLRA (Act 11) No.\*\*

Filing Party *(Selection)*

*Individual Employee*

*Union*

*Commonwealth*

Org Code

Union Involved *(Selection)*

*AFSCME*

*District Council 83*

*District Council 84*

*District Council 85*

*District Council 86*

*District Council 87*

*District Council 88*

*District Council 89*

*District Council 90*

*CIVEA*

*Comm Bar Assoc – PUC*

*FOP - ALES*

*FOP - Capitol Police*

*FOP - DCNR Rangers*

*FOP - Fish*

*FOP - Game*

*FOP - PLEA*

*FOP - PSTA*

*FOSCEP*

*ISSU*

*OPEIU*

*PDA*

*PSEA - Tenured*

*PSEA - Non Tenured*

*PSCOA*

*PSSU*

*PSSU UC Hearing Referees*

*SEIU 1199-P*

*UFCW*

*Local 23*

*Local 27*

*Local 1776*

*UGSOA*

Individual Filing Charge *(First Name, Last Name)*

Filing Date

**Unfair Labor Practice Charges (Employee or Filing Party) continued**

**NOTE*:* Depending on whether the PERA or PLRA is selected, the following fields populate:**

\*PERA (Act 195) Section/Subsection Cited *(Selection) (Multiple)*

*Section 1201, Subsection a1*

*Section 1201, Subsection a2*

*Section 1201, Subsection a3*

*Section 1201, Subsection a4*

*Section 1201, Subsection a5*

*Section 1201, Subsection a6*

*Section 1201, Subsection a7*

*Section 1201, Subsection a8*

*Section 1201, Subsection a9*

*Section 1201, Subsection b1*

*Section 1201, Subsection b2*

*Section 1201, Subsection b3*

*Section 1201, Subsection b4*

*Section 1201, Subsection b5*

*Section 1201, Subsection b6*

*Section 1201, Subsection b7*

*Section 1201, Subsection b8*

*Section 1201, Subsection b9*

*\*\** PLRA (Act 111) Section/Subsection Cited *(Selection) (Multiple)*

*Section 6, Subsection 1a*

*Section 6, Subsection 1b*

*Section 6, Subsection 1c*

*Section 6, Subsection 1d*

*Section 6, Subsection 1e*

*Section 6, Subsection 1f*

*Section 6, Subsection 2a*

*Section 6, Subsection 2b*

*Section 6, Subsection 2c*

*Section 6, Subsection 2d*

*Section 6, Subsection 2e*

Description of Charge

Status *(Selection)*

*Rejected by Board Secretary\**

*Accepted by Board Secretary\*\**

**Unfair Labor Practice Charges (Employee or Filing Party) continued**

**NOTE: Depending on whether Rejected or Accepted selected, the following fields populate:**

\*Rejected Reason

\*\*Hearing Date

\*\*Deferred to Arbitration Date

\*\*Assigned Employer Advocate *(First Name, Last Name)*

\*\*Assigned Union Advocate *(First Name, Last Name)*

\*\*Analyst Assigned *(First Name, Last Name)*

\*\*Proposed Order & Final Disposition *(Selection)*

*Charge Dismissed in Part*

*Charge Dismissed in Total*

*Charge Upheld in Part*

*Charge Upheld in Total*

Appeal Filed to Board *(Yes\*/No)*

Final Disposition by Board *(\*if Yes) (Selection)*

*Charge Dismissed in Part*

*Charge Dismissed in Total*

*Charge Upheld in Part*

*Charge Upheld in Total*

Comments

**PHRC/EEOC/Internal Complaints (Employee or Filing party)**

Complainant Status

*Employee*

*Job Applicant*

*Customer*

Complaint Arising From

*Public Service*

*Failure to accommodate (Disability)*

*Failure to accommodate (Religion)*

*Failure to adhere to existing policy/procedure*

*Failure to maintain confidentiality*

*Failure to provide transportation*

*Other*

*Employment*

*Constructive Discharge*

*Denial of leave*

*Denial of overtime*

*Denial of training*

*Denial of transfer*

*Discharge*

*Disciplinary action*

*Failure to hire*

*Failure to promote*

*Failure to provide reasonable accommodation - disability*

*Failure to provide reasonable accommodation - religion*

*Harassment (class related)*

*Harassment (different treatment)*

*Hostile workplace*

*Involuntary retirement*

*Medical inquiry/unlawful exam*

*Negative performance appraisal*

*Permanent Status denial*

*Placed on probation*

*Retaliation*

*Sexual harassment*

*Unequal pay*

*Unfavorable reference*

*Unlawful inquiry*

*Work schedule change*

*Other*

**PHRC/EEOC/Internal Complaints (Employee or Filing Party) continued**

Complaint Receipt Date

Discrimination Type Alleged *(Selection) (Multiple)*

*Race*

*African-American*

*Arabic or Middle Eastern*

*Bi-Racial*

*Caucasian*

*Complainant’s Race and known association with another person*

*Hispanic/Latino*

*Israelite*

*Native American (American Indian/Alaskan Native)*

*Asian/Pacific Islander*

*White*

*Other*

*Sex*

*Female*

*Female- Pregnant*

*Male*

*National Origin (Place of Birth)*

*Ancestry*

*Religion*

*Age*

*40*

*41*

*42…90 and over*

*Retaliation*

*Filed PHRC/EEOC complaint*

*Provided information*

*Testified*

*Opposed inappropriate/unlawful activity*

*Other*

Forum *(Selection) (Multiple)*

*Internal Filing*

*PHRC****\****

*EEOC****\****

*State Court*

*Federal Court*

*State Civil Service Commission*

*Contractual Grievance Procedure*

**PHRC/EEOC/Internal Complaints (Employee or Filing Party) continued**

*Unfair Labor Practice Charge*

*Other*

Investigator Name *(First Name, Last Name)*

Investigation Commences

Investigation Ends

Complaint Status/Disposition *(Selection)*

*Investigation Pending*

*Removed from Agency Review/Investigation*

*Closed by Agency, No finding of Discrimination*

*Closed by PHRC, No finding of Discrimination*

*Closed by EEOC, No finding of Discrimination*

*Closed by Agency, Finding of Discrimination*

*Closed by PHRC, Finding of Discrimination*

*Closed by EEOC, Finding of Discrimination*

**\* NOTE: IF PHRC and/or EEOC Complaint Indicated, then the following fields populate:**

PHRC Docket No

EEOC Charge No

Attorney Assigned *(First Name, Last Name)*

Analyst Assigned *(First Name, Last Name)*

Response Filing Date

PHRC Complaint Disposition Date

EEOC Complaint Disposition Date

Other Disposition Date

Comments