

## 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

The screenshot shows the Commonwealth of PA E-PAR form interface. It is divided into two main columns. The left column is for 'Position Action\*' and the right column is for 'Employee Action\*'. Both columns have a list of actions, a dropdown menu for 'Other/Please Explain', and a text input field for 'Position Number' or 'Personnel Number'. A 'Submit' button is located at the bottom right. Red boxes and numbers 1, 2, and 3 highlight specific fields: 'Other - Please Explain' in the Employee Action dropdown (1), 'Grievance Settlement' in the Other/Please Explain dropdown (2), and '00700109' in the Personnel Number text box (3). A note at the bottom right states: '\*To deselect an action, hold down the Ctrl key'.

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

## Grievance Settlement

PAR ID:	Grievance Settlement - 00813049 - Hr Anl 2 (Gen) - 50364609		
Name:	Renee	Brtalik	
Start Dt:	<input type="text"/> 1	End Dt:	<input type="text"/>
Pers No:	00700109	Pos No:	50364609
Org:	00813049 - EX Prgm SptDiv		
Job:	0502A - Human Resource Analyst2 (General)		
Emp Grp:	P	Emp Sub Grp:	F7
Earl RA Dt:	12/10/2016	Pers Subarea:	MA33
Description:*	<input type="text"/>		
Status:	Requester		
Submit to:	SelectOne		3
Your email:	<input type="text" value="brtalik@pa.gov"/>	<a href="#">Attach Documents</a>	
SpwMgr email:	<input type="text" value="thjoh@pa.gov"/>	<input type="button" value="Edit Email"/>	
HR email:	<input type="text" value="jfreysinge@pa.gov"/>		
<input type="button" value="Submit"/>			

\*Indicates a Required Field

- 1 Enter effective date in which requested changes should be made.
- 2 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
- 3 Choose appropriate option based on your agency's chain of approval and click submit.

**References**

[Personnel Administration Alert 2014-07 \(Grievance Settlements/Back Pay Awards Processing\)](#)

[Management Directive 525.12 \(Payment of Back Pay Due to Reinstatement of a Separated Employee or Reduction of Disciplinary Suspension\)](#)

[Management Directive 590.8 \(Classification Grievance Processing\)](#)