

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Oregon State FSA Office  
Tualatin, Oregon 97062

**OR NOTICE PM - 413**

**FOR: COUNTY OFFICES**

**State Grievance Board for 2002**

**APPROVED BY:** State Executive Director  
*Larry E. Frey*  
JLS:mac

**1 Overview**

*A*

**Purpose**

The purpose of this notice is to advise County Office (CO) employees of the appointment of the State Grievance Board for calendar year 2002 and review some of the basic elements in the grievance system.

*B*

**Appointments**

The members of the 2002 State Grievance Board area:

**Regular Member**  
**Roger Tresham, Chairperson**  
Chief Administrative Officer

**Alternates**  
**Marjorie Crooker**  
Administrative Specialist

**Lois Loop, CED**  
Polk County

**Darca Glasgow, CED**  
Yamhill County

**Sheri Carlson, PT**  
Sherman County

**Lois Huffman, PT**  
Malheur County

**Crystal VanderZanen, COC**  
Washington County

**Perry Johnston, COC**  
Wallowa County

*C*

**Application of the  
Grievance System**

The grievance system applies to any concern or dissatisfaction that involves the employment of a covered employee, subject to State or County Office management's control, which is not covered by another form of appeals or complaint process. The system applies to, but is not limited to, the following:

**DISPOSAL** January 1, 2003      **DISTRIBUTION** County Offices, DD's STO

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### *C* **Application of the Grievance System**

- Working Conditions
- Improper application or not following rules and regulations
- Unfair treatment
- Performance ratings, not including warnings to improve performance
- Letters of reprimand

#### **The grievance system does NOT apply to:**

- Involuntary separations, such as poor performance, misconduct, or RIF's
- Classification and pay plans
- Any action affecting another person (action grieved must be personal to the aggrieved party)
- The content and enforcement of published FSA procedures and policy
- The substance of the elements and standards of an employee's position
- The granting or failing to grant an award or the decision to adopt or not adopt a suggestion
- The receiving or failing to receive a performance award or QSI
- The termination of a probationary employee
- Notice of a performance improvement period
- Disciplinary suspensions of 14 calendar days or less

Additional items are found in 22-PM (Rev. 1) para 464.5

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### *D* **Filing A Grievance**

#### **All Grievances shall be:**

- Presented in writing by the aggrieved party within 30 days of the action grieved or 30 days of becoming aware of an action which is grievable
- Filed with the Chairperson of the State Grievance Board
- If there is more than 1 aggrieved party, and the nature of their grievance is identical, 1 written grievance may be filed by all parties, if all parties agree in writing (any party may request too have his or her grievance considered separately)

#### **The written grievance shall:**

- Be signed by the aggrieved party or parties, or authorized representative of the affective parties.
- If signed by an authorized representative, clearly identify the aggrieved party or parties
- Clearly and concisely state the subject of the grievance
- Specify the corrective action being sought

