Attachment

The Adjutant General's Department Grievance Procedure
State of Kansas

	Incident	Date:
	Within 7 calendar days	
1st Level of Supervision	Employee brings matter to the attention of the Immediate Supervisor.	Date:
	Within 7 calendar days	
	Supervisor & employee meet. Supervisor provides a response. (Verbal or memo)	Date:
	Within 7 calendar days	
2nd Level of Supervision *(If applicable)*	Employee completes and submits grievance form to next level designated supervisor.	Date:
	Within 7 calendar days	
	Designated supervisor's written response is due.	Date:
	Within 7 calendar days	
3rd Level of Supervision *(If applicable)*	Employee forwards grievance to next level designated supervisor.	Date:
	Within 14 calendar days	
	Designated supervisor's written response is due.	Date:
	Within 7 calendar days	
Final Level of Appeal *(If applicable)*	Employee forwards grievance to The Adjutant General.	Date:
	Within 14 calendar days	
	The Adjutant General's written response is due. **FINAL**	Date: