

**Texas Department of Criminal Justice
NOTIFICATION OF EMPLOYEE GRIEVANCE MEETING**

EMPLOYEE (GRIEVANT) INFORMATION	
Name: _____ <div style="display: flex; justify-content: space-between; width: 90%; margin: 0 auto;"> Last First MI </div>	Grievance Number: _____
Mailing Address: _____	
City, State, and Zip Code: _____	

This notification serves as a written confirmation that you are scheduled for a Step One Step Two or Step Three grievance meeting. The meeting shall be held: Telephonically In Person at _____ (a.m./p.m.) on _____ at _____ (Location) . (mm/dd/yyyy)

The responding authority meeting with you is:

_____ Title _____
 Name

The responding authority's designee meeting with you on behalf of the responding authority is:

_____ Title _____
 Name

The following representative whom you designated on the PERS 155, Employee Grievance Form may attend this meeting.

Name: _____
 Last First MI

The following witnesses whom you designated on the PERS 155, Employee Grievance Form may attend this meeting.

Name: _____ Name: _____
 Last First MI Last First MI

Guidelines relating to the preparation for and participation in this meeting are listed on page 2 of this form. If you have any questions, please contact me at the phone number listed below.

_____ Job Title _____
 Name (Please Print)

_____ Signature _____
 Phone Number Date

DISTRIBUTION:
 Original: Grievant (Certified Mail Receipt No. or Grievant's Signature and Date): _____
 Copy: Responding Authority
 Copy: Intake Officer
 Copy: Grievant's Human Resources Representative
 PERS 491 (11/09)

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1. Preparation and Participation by Grievant:
 - a. Grievant on TDCJ Payroll: If you have not been separated from employment, you may make use of state resources to prepare for the scheduled grievance meeting. However, if you have restricted access to your unit/department because you are in a suspension without pay status, you may not access your unit/department for the purpose of using state resources to prepare for the grievance meeting.

Your appearance at the grievance meeting shall be considered official business if you are on the TDCJ payroll at the time of the meeting, and your appearance shall be on paid time. Whenever you require the use of state time to attend the scheduled grievance meeting, you shall give your supervisor sufficient advance notice in order to allow management to ensure adequate staffing. Any reasonable and necessary expenses in connection with attendance at the grievance meeting shall be reimbursed in accordance with state travel regulations and TDCJ travel guidelines.
 - b. Grievant not on TDCJ Payroll: If you have separated from employment prior to the time of the grievance meeting, you shall not be paid for your time or expenses in connection with preparation for or participation in the meeting unless you are reinstated as a TDCJ employee as a result of the grievance, in which case provisions for a grievant on the TDCJ payroll shall apply.
2. Participation by a Representative: The representative you identified on the PERS 155, Employee Grievance Form when you submitted your grievance may assist in the presentation of the grievance at the grievance meeting. The representative, whether a TDCJ employee or other individual, may not make use of state resources during any point of the grievance process. Whenever an employee who is acting as a representative spends time preparing for a grievance meeting, this time shall not be considered paid time. It is your responsibility to notify your representative regarding the date and time of any grievance meeting.

There is no authority for the TDCJ to pay compensation to or reimburse the expenses of a representative, whether a state employee or someone from outside state service. Appearance as a representative at a grievance meeting shall not be considered official business. If an employee acting as a representative attends a grievance meeting held during working hours, the employee shall obtain prior approval to take accrued leave or, if accrued leave is not available, leave without pay to attend the grievance meeting.
3. Participation by Witnesses: The witness(es) you identified on the PERS 155, Employee Grievance Form when you initially submitted the grievance may appear at the grievance meeting to provide testimony. No act of reprisal shall be taken against any employee who testifies in a grievance meeting.

Service as a witness shall be considered official business, for which the employee shall be released by the supervisor on paid time during working hours. An employee who participates as a witness in a grievance meeting shall give the employee's supervisor sufficient advance notice to provide adequate staffing. Any reasonable and necessary expenses in connection with attendance at the grievance meeting shall be reimbursed in accordance with state travel regulations and TDCJ travel guidelines. The TDCJ shall not pay for the time or travel of a witness who is not a TDCJ employee at the time of the grievance proceeding.

It is your responsibility to arrange for your witnesses to be present at the meeting. In lieu of an actual appearance at the grievance meeting by a witness, you may obtain a statement from the witness prior to the meeting for presentation on your behalf. Witnesses appearing in person at the grievance meeting may be questioned. However, the TDCJ is under no obligation to interview character witnesses or witnesses with "hearsay" information.
4. Conduct by Participants: All participants in a grievance meeting shall conduct themselves in a professional manner. The failure to do so shall be grounds to terminate the grievance meeting, in which case the grievance shall be decided on the basis of the written grievance and the information obtained prior to the termination of the grievance meeting. Misconduct by yourself, your representative, or a witness shall also be grounds to disqualify the offending individual from participating in future grievance meetings.
5. Recording of a Grievance Meeting: The steps of the grievance procedure are intended to be a problem-solving process for addressing grievances. The use of recording devices at a grievance meeting held at any step creates a formal and adversarial atmosphere that is in direct conflict with the purpose of the problem-solving approach. Therefore, audio taping, video taping, or written recording of a grievance meeting shall not be permitted; however, informal note taking shall be allowed. As reasonable accommodation for a physical disability, a hearing-impaired employee involved in the grievance process may use a qualified interpreter or a recording device.