

## ARTICLE 17 - Non-selection Grievance Check List

Grievant Name (one grievant per sheet): \_\_\_\_\_

Is there more than one member who wants to grieve non-selection under this PCN? \_\_\_\_\_

Is this grievant (listed above) the most senior of all the grievants for this PCN? \_\_\_\_\_

Grievance # if applicable \_\_\_\_\_

### THRESHOLD ISSUES

A Merit review of Article 17 grievances should first address five (5) threshold issues regardless of the pay range. **ALL** threshold issues must all be met in order to be arbitrable and before continuing.

1. Was the grievant employed by the agency that posted the position? YES or NO  
If the answer is NO. STOP HERE!  
(See Article 17.05(A)(4) )
2. Did the Most Senior employee receive the position? YES or NO  
-If the answer is YES, the non-selection of the grievant is not grievable. STOP HERE!  
-If the answer is NO, you may have a grievance-move to question 3.  
(See Article 17.05)-Management sets standard by their selection.
3. Did the Grievant fail to meet minimum qualification on paper, on the application form? YES or NO  
-If the answer is YES, the non-selection of the grievant is not grievable. STOP HERE!  
-If the answer is NO, you may have a grievance-move to question 4.  
(See Article 17.04)
4. Was the grievant from a *different* office, institution, or county as the posted position and the selected employee from the *same* office, institution, or county as the posted position? YES or NO  
-If YES. STOP HERE!  
-If NO go to question 5.  
(See Article 17.04 (1) & (2) )
5. Was this a demotion or a lateral for the grievant and a promotion for the selected applicant who at the time of selection was a state employee? YES or NO  
-If YES. STOP HERE! You have failed to meet the threshold issues and the non-selection is not grievable.  
-If NO, you have met ALL the threshold issues and may continue with a grievance!  
(See Article 17.02 (E) )

\*\*\*\*\*If you pass **ALL** of the threshold issues listed above you need to file your grievance, and make the relevant document request. Use the second page of this checklist to assist in preparing your case.

(Over)

6. Were the grievant and the selected applicant *both* from the *same* office, institution or county as the posted position? YES or NO  
 (See Article 17.04)  
 If answer is YES go to question 8 (*skip Q # 7*).  
 If answer is NO go to question 7.

7. Were the grievant and the selected employee *both* from a *different* office, institution, or county as the posted position? YES or NO  
 (See Article 17.04)

8. Is the position in Pay Range 28 and above? YES or NO  
 -If YES, illustrate how the Grievant is superior to the selected employee in at least three (3) of the following: Qualifications, Experience, Education and Active Disciplinary Record.  
 (See Article 17.05)

*As listed on the application.*

Employee	Education	Experience	Qualifications	Seniority	Any active Discipline (list)
Grievant					
Successful applicant					

-If NO, how did the employer demonstrate that the junior candidate is demonstrably superior to the grievant? (Pay range 27 and below)  
 (See Article 17.05)

*As listed on the application.*

Employee	Education	Experience	Qualifications	Seniority	Any active Discipline (list)
Grievant					
Successful applicant					

9. Was a test, structured interview, or other assessment given? YES or NO  
 (See Article 17.06)

**If YES:**

What was the score of the selected applicant?  
 What was the score of the grievant?

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**CHECKLIST** (all items below must be included in your grievance)

If appealing to step 4 the following items must be provided:

1. This check list
2. Application of selected applicant and grievant
3. Posting (highlight the PCN )
4. Seniority date of selected applicant and grievant
5. Classification Specification
6. A copy of the document request for the test, structured interview, or assessment.
7. Step 3 response.
8. Test Scores