



Arkansas Department of Military
Cabinet Secretary - Major General Jonathan M. Stubbs,
The Adjutant General

Policy Title: Uniform Grievance Policy

Policy Number: 14

Authority: State of Arkansas Grievance Policy and Procedure, Ark. Code Ann. §12-61-106, and Ark. Code Ann. §21-1-701 *et seq.*

Effective Date: July 1, 2023

I. PURPOSE:

The purpose of the policy is to supplement the State of Arkansas Grievance Policy and Procedure with Arkansas Department of Military (DOTM) specific processing information.

II. POLICY:

1. The DOTM Chief of Staff will appoint the DOTM Hearing Officer which will be either an impartial person or committee.
2. The DOTM Chief of Staff will designate the DOTM Grievance Officer.
3. DOTM employees will submit a grievance using the Department of Transformation and Shared Services Office of Personnel Management Dispute Resolution Form to the designated DOTM Grievance Officer. The form is available in a [hyperlink](#) in the State of Arkansas Grievance Policy and Procedure or through contacting the DOTM Grievance Officer.
4. The DOTM Grievance Officer will be the primary point of contact for employees regarding mediation under the State of Arkansas Grievance Policy and Procedure.
5. The DOTM Grievance Officer will be the primary point of contact for DOTM employees regarding any Administrative Review Hearing under the State of Arkansas Grievance Policy and Procedure.
6. DOTM employees will submit a grievance appeal using the Department of Transformation and Shared Services Office of Personnel Management Dispute Resolution Appeal Form to the designated Grievance Officer. The form is available in a [hyperlink](#) in the State of Arkansas Grievance Policy and Procedure or through contacting the DOTM Grievance Officer.
7. DOTM employees will submit a request for a Whistle-Blower Hearing using the Department of Transformation and Shared Services Office of Personnel Management Dispute Resolution Form to the designated DOTM Grievance Officer. The form is available in a [hyperlink](#) in the State of Arkansas Grievance Policy and Procedure or through contacting the DOTM Grievance Officer. Along with the form, the employee must submit additional material to the DOTM Grievance Officer as outlined in the State of Arkansas Grievance Policy and Procedure.
8. DOTM employees will submit an appeal from the State Employee Grievance Appeal Panel

(SEGAP) to the designated DOTM Grievance Officer. The State of Arkansas Grievance Policy and Procedure does not designate the format for this type of appeal.