



Union Electronic Grievance Filing Quick Tips

Web address: <http://oh-grievance.force.com/AppLogin>

- Log in: State of Ohio User ID, Password as set by user.
 - User will be logged out if inactive for more than 15 minutes.
 - User **MUST** save any work prior to logging off or navigating off page.
- New User must select “**New User**”
 - Enter State of Ohio ID, then State of Ohio work email
 - If email is not recognized as one on file in OAKS, an error message will be displayed and the user will be advised to contact a union representative
 - If the user does not have an email address in OAKS, an error message will be displayed and the user will be advised to contact a union representative
 - If system recognizes ID and email, user may set new password.
 - Passwords must be 8 characters (numbers, letters and special character, no white space)
- If/when user forgets password, may select “Forgot password”
 - Enter State of Ohio ID
 - System will send a temporary password to work email address on record. User must then re-set password.

Opening a grievance:

- Home Screen will display all recently modified, created or viewed grievances that user is authorized to view
- Must refresh screen by clicking on “Go” next to “List” box to ensure all information is visible
- Click on the grievance number to navigate to the grievance page

Creating a grievance:

- “Create New Grievance”
- If Union representative, system will ask if filing for self (if filing for another member, must indicate member’s State of Ohio ID)

- Grievant and/or union representative may enter additional contact information if he/she wants notification to go to an email address other than work email address on record
 - If filing on behalf of someone, make sure to include the Grievant's email address so he/she receives notice of action pertaining to their grievance.
 - Please include the email address of the applicable Staff Rep:
 - Bob Cooper – coopman7@comcast.net
 - Bruce Elling – belling@ohiotroopers.org
 - Larry Phillips – lphillips@ohiotroopers.org
- User must indicate Grievance Type (Discipline, Issue, WOC)
 - Issue - must indicate if other, layoff, non-selection, or union leave
 - Must indicate if Class Action (if yes, must indicate impacted personnel)
 - Must indicate if Cross Agency (if yes, must indicate agency that alleged violated contract) – Not applicable to O.S.T.A.
 - Discipline - must indicate type of discipline
 - Suspension, working suspension, fine, leave reduction - must enter number of days
 - Termination - must enter date of termination
 - WOC - must enter grieved classification title and number
- Date Grievance Arose – cannot use a future date
- Statement of Grievance - outline grievance details
- Resolution Requested - outline specific remedy requested
- Confirm grievance submission – check box
- Type full name – person filing grievance should enter their own name
- Add all pertinent contract articles
- Save or Submit
 - Save: will not send an email notification, management will not be able to see or respond, union/grievant may delete if they choose not to submit
 - Submit: email notification to relevant parties, management may respond, delete button deactivated, union must withdraw if they wish to close
 - When the user submits - they are prompted with a message asking them if they are sure they want to submit. If Ok is pressed then the grievance is submitted and as long as no validation checks fail they will be navigated back to the Grievance Tab.

If grievant and/or union representative is authorized to withdraw, system will prompt "Are you sure you want to withdraw this grievance?"