

Attachment E – Alternative Dispute Resolution

U.S. Department of Agriculture  
Natural Resources Conservation Service

NRCS-ADR-05  
01/01

**ALTERNATIVE DISPUTE RESOLUTION PROGRAM  
Information and Guidance on other Complaint Processes**

**I. Grievance Process**

**A. Administrative Grievance:**

The employee (grievant) must present an informal grievance within 15 days of the act or occurrence that is the basis for the grievance or within 15 days of the date the grievant learned of the act to the lowest level official (usually the immediate supervisor) who can make a decision on the matter being grieved.

**B. Negotiated Grievance:**

A grievant must check with their respective exclusive representative and/or the Labor/Management Agreement for specifics for the appropriate management official to receive the grievance and the time frames for filing a grievance.

**II. Equal Employment Opportunity (EEO) Process**

**A.** In order to initiate an EEO complaint, the employee (complainant) has 45 days from the date of the action s/he believes was discriminatory, or from the date s/he learned about the action to contact an EEO counselor.

**B.** If a complaint has been filed and the complainant decides s/he would like to use the Alternative Dispute Resolution (ADR) process, the complainant or his/her representative should notify the EEO Office that s/he has elected to use the ADR process to seek a remedy to the complaint.

**C.** When the complainant elects to participate in the ADR Program, the pre-complaint processing period shall be 90 days.

**D.** If the complaint has not been resolved before the 90<sup>th</sup> day, the EEO Counselor will inform the complainant of his/her right to file a discrimination complaint within 15 days of receipt of the notice.

**I have read and understand the timeframes for filing a Grievance or EEO Complaint.**

**Employee's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_