

Navigating Your Rights at Work

An Essential Member's Guide to the Grievance & MCS Process



Backed by
AFSCME
Local 1624:
The Green
Machine

The Fork in the Road: Which Path Are You On?

General Workplace Grievance

What It Covers:

- ✓ General workplace concerns,
- ✓ minor discipline,
- ✓ performance reviews

Where It Starts:

Immediate Supervisor
(within 5 business days)

Final Decision Maker:

Department Head / Director

Municipal Civil Service (MCS) Appeal

What It Covers:

- ✓ Severe actions: Disciplinary
- ✓ Probation, Suspension,
- ✓ Demotion,
- ✓ Denial of Promotion,
- ✓ or Discharge

Where It Starts:

MCS Office (after exhausting
departmental process, or
immediately for discharge)

Final Decision Maker:

The MCS Commission
(Binding decision)

Path 1: The General Grievance Escalation Ladder



Special Case Escalations at the Top

What happens when the grievance involves a decision made directly by the Department Head? The rules change.

Department Head
Decisions




Path A: Discipline by Department Head

Must submit an appeal in writing to the Department Director's supervisor within **5 days** of receiving the discipline.

Their decision is final.

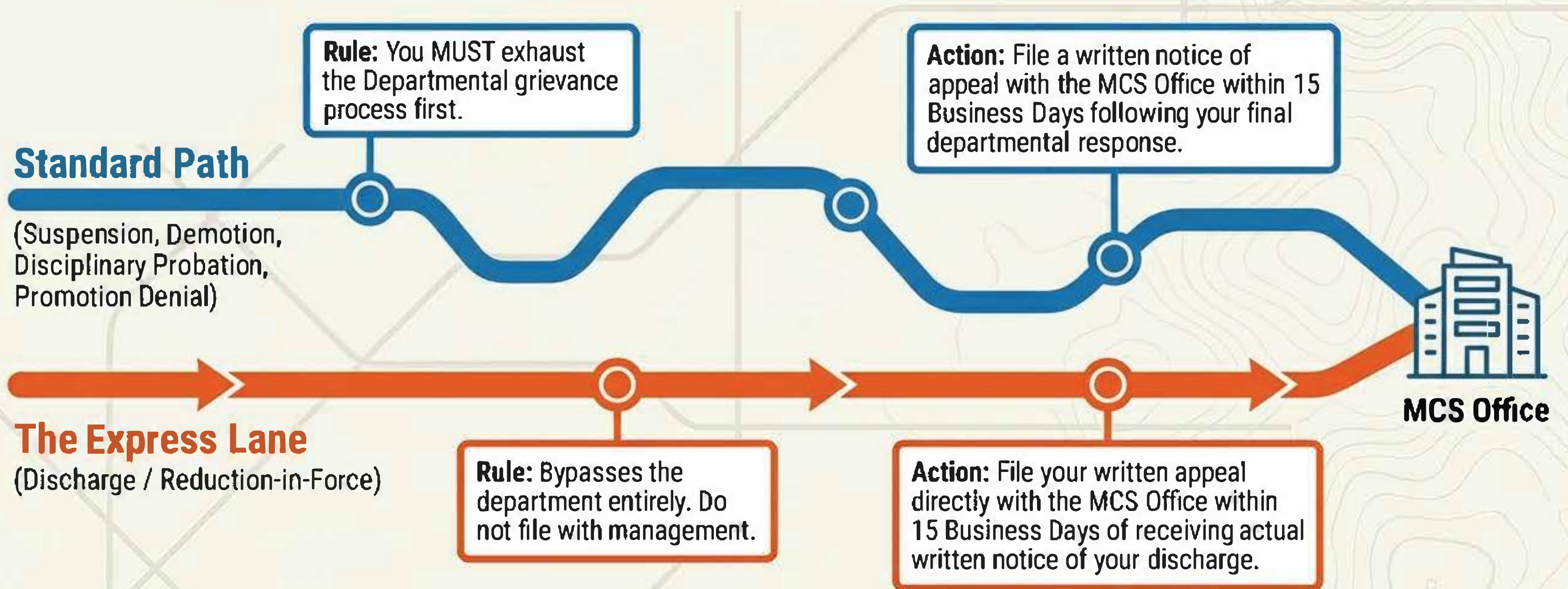
Path B: Performance Reviews

The Department Head may elect to assemble a 3-person review committee.

-  1 performance review expert
-  1 outside manager
-  1 peer from within the department

The committee reviews documentation, meets with the employee, and recommends appropriate action.

Path 2: Entering the MCS Appeal Process



Green Machine Insight: Missing these 15-day windows permanently forfeits your right to appeal. Contact your Local 1624 Union Rep immediately upon receiving discipline.

The Voluntary ADR Detour

Concept: When filing your MCS appeal, you can voluntarily elect Alternative Dispute Resolution (mediation) coordinated through the Ombuds Office.



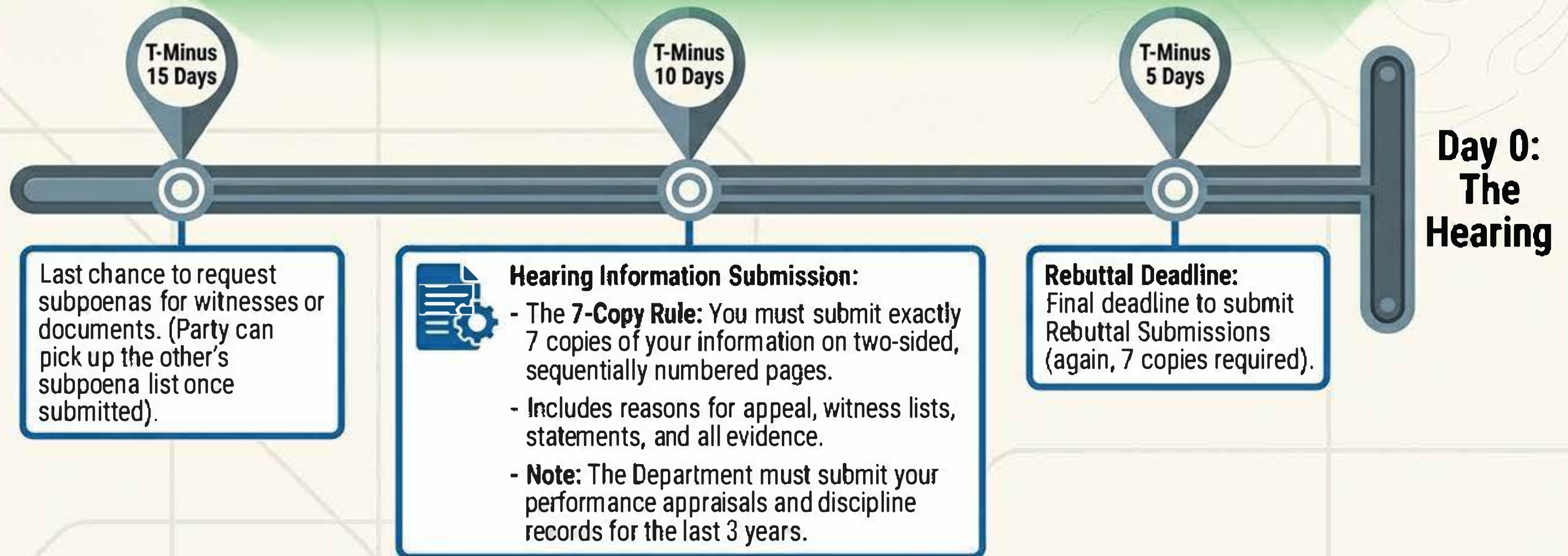
The Guarantee of Confidentiality:

- All statements, negotiations, or concessions made during ADR are strictly prohibited from being used as evidence in an MCS hearing.
- Mediators cannot be called to testify. What happens in ADR stays in ADR.

The Clock Keeps Ticking: ADR operates parallel to the hearing process. It does not stop or extend the strict timelines of your formal appeal.

Preparing for the MCS Hearing: The Critical Deadlines

Green Machine Insight: This paperwork is highly technical. Your union representative ensures every document is formatted correctly, copied to spec, and submitted on time.



Compelling Evidence: The Power of the Subpoena



Authority

The MCS Commission holds City Charter authority to issue subpoenas for witnesses and documents. The MCS Director executes them on the Commission's behalf.



The Process

Requested up to 15 business days prior to the hearing. Served by the MCS Director via personal delivery, certified mail, electronic mail, or directly to a city employee's workplace.

⚠ Warning/Limitations

Subpoena requests must be **complete and accurate**. They **cannot target** the City Manager, Deputy City Managers, or **City Council members** unless they are directly associated with the specific event.

Inside the MCS Hearing Room

The Panel

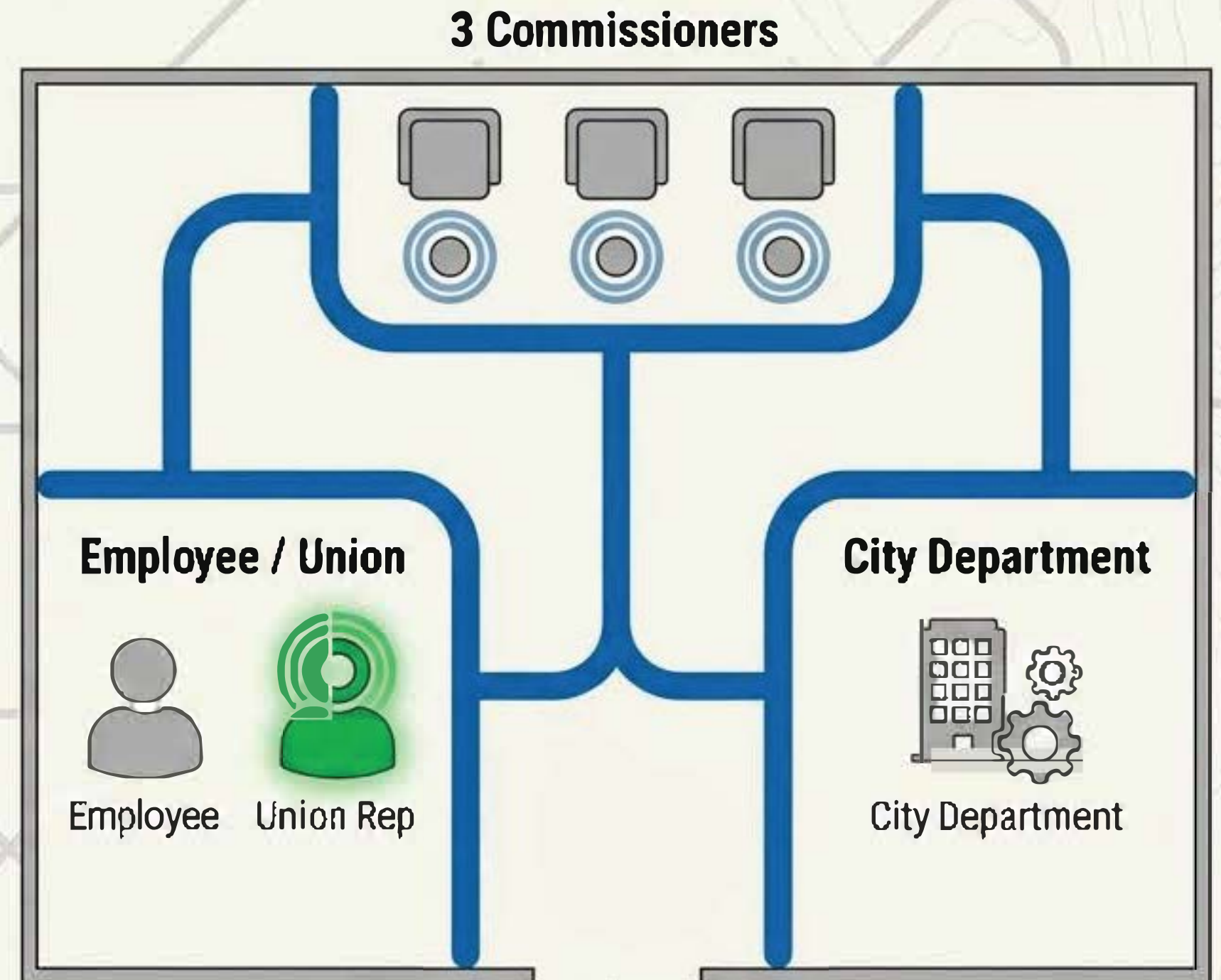
Your appeal is heard by at least 3 Commissioners. A simple majority vote decides the outcome.

The Evidence Standard

Strict courtroom rules do not apply. The goal is discerning the truth. Commissioners can exclude evidence that has no value or is purely prejudicial.

Open vs. Closed Doors

- **Testimony:** Open session by default. (If the Commission votes to close it, the employee can override and request it remain open).
- **Deliberations:** Closed session by default. (Employee can request open).
- **Final Vote:** Must be decided with a vote in open session.



Why Representation Matters: The **Green Machine** Advantage

The City provides the process, but
AFSCME Local 1624 provides the power.

Protection



MCS Rule 7.02F explicitly guarantees your right to representation at any stage. You never have to face management alone.

Expertise



We navigate the labyrinth. We track the 5-day escalation windows, format the 7-copy submissions, and execute subpoena requests perfectly.

Advocacy



We speak for you in the hearing room. When we organize and speak with one voice, no one can ignore the collective strength of Local 1624.



Stay Connected. Stay Protected.

File a Grievance

Need to initiate a claim?
Access the Grievance
Submission Form directly via
the Members Portal.



Block 1 (Left)

Join the Conversation

Attend the Monthly General
Membership Meeting.
When: 4th Thursday of every
month at 6:00 PM.
Where: Texas AFL-CIO, 1106
Lavaca St #200, Austin, TX.



Block 2 (Center)

Never Miss an Alert

Update your member info
(phone/email/address) to
ensure you receive the
AFSCME Works Newsletter
and critical union alerts.



Block 3 (Right)