

FOREWORD

The Out-of-Title Work (OTW) Grievance module was implemented on NYSTEP on June 20, 2005, after a lengthy development period that included testing by the Governor's Office of Employee Relations (GOER), pilot agency users, and staff from the Division of Classification and Compensation (C&C), Department of Civil Service. Beginning on that date, new cases are entered on the system by the agency receiving the grievance. These cases will be automatically numbered by NYSTEP in the following format: the calendar year of filing, the two digit code for the Negotiating Unit, and a four-digit sequential beginning with 5000 on January 1st of each year.

OTW Grievances that had already been resolved at least through Step 3 were brought into the module using data from an older data base that did not require all the fields required now. Documents were grouped in three categories (Step 2 Determination, C&C Recommendation and Step 3 Determination) and scanned in from the grievance records in Classification and Compensation and then attached to the grievances. The grievance numbers originally assigned by the Office of Employee Relations were retained.

A third group of OTW Grievances are those that had been not been resolved at Step 3, but had been decided at Step 2 and subsequently assigned grievance numbers by GOER. These grievances have also been brought into the OTWG module using previous electronic and paper records and will be completed using the NYSTEP system and their existing grievance numbers.

The data in the Out-of-Title Work Grievance Module on grievances that were completed and closed before June 20, 2005, is provided as a convenience for comparative analysis only. For official reports or data on out-of-title work grievances before June 20, 2005, please contact your GOER agency liaison.

Every effort has been taken to verify the accuracy and correctness of the information and data in the Out-of-Title Work Grievance Module for out-of-title work grievances pending at Step 2, Step 3, or Step 3 ½ on or after June 20, 2005. However, if a user identifies any errors in this information and data, please notify the C&C analyst for your agency.