

HRMS Step Bypass Process: *Process to be used when parties mutually agree to bypass a step.*

When a Step 2 or Step 3 is bypassed - 1 record is created at this Step:

Start Date	Code	End Date	Grievance Status
Date Union response is received to elevate to Step 2/Step 3	2M/3M	Date letter was received to Bypass meeting	Bypass

There will be no “Response” record entered; continue to next step as per process. Don’t forget to change the Grievance Status back to *Open*

When the Step 1 is bypassed – 2 Records are created at this Step:

Start Date	Code	End Date	Grievance Status
Date grievance is filed	1M	Date before bypass letter	Open
Date of bypass letter	1M	Date before Union elevation letter is received. (If the Bypass letter and Union Elevation letter are the same letter, use <i>Date of bypass</i>)	Bypass

There will be no “Response” record entered; continue to next step as per process. Don’t forget to change the Grievance Status back to *Open*

Note: *The process to bypass Step 1 excludes those agencies that bypass Step 1 of the grievance procedure according to their Collective Bargaining Agreement.*