

Q: When should I file a grievance?

A: First, you need to resolve the issue with your immediate supervisor and document your efforts prior to filing a grievance. If you are not satisfied or find resolution with the outcome, then you must inform your immediate supervisor that you will be filing step 1 of the grievance process. If you are still not sure about your grievance, email your concerns to us and we will be happy to review them and provide some options. The Grievance forms can be found on the CCT Templates file.

Q: When can the Appeal process be used?

A: The Appeal process will be heard by an Administrative Law Judge and may be filed only to address demotions and termination.

Q: How do I request personnel records?

A: You can call or come into the HR Office and request a "Records Request" form, in which you will fill out and turn back in. One of our associates will contact you for further questions and notify you when it is ready for pick up.

Q: How long do you keep our application on file? (Open file)

A: 3 months from the date it was stamped in.

Q: How do I make my application stand out from the rest?

A: Be detailed and tailor your application to the job announcement. Be sure to list the job file number in the appropriate box.

Q: How or where do I take the spelling and grammar/typing tests?

A: Just come in to HR and take the test anytime, but make sure you take the test before the closing date of the job announcement that requires it. We also have test sites in Keller, Inchelium and Omak. Please contact us for dates and times.

Q: How do I apply for jobs at E&T/TERO?

A: You can turn in your job application/resume to their departments or turn them in at HR and we can inter office them for you.

Q: I don't feel like my concerns are being addressed, what can I do?

A: You can email your concerns to the Employee Relations staff.

Q: I have a question about the Employee Policy Manual, who can I contact?

A: You can contact any Employee Relations staff by our group email.