**Section 1000.30 Procedure**

a) Grievances shall be submitted in accordance with the procedures established in Sections 1000.40 and 1000.50 of this Part, in the form and manner described, and within the specified time limits. Time limits established in this procedure are in calendar days, unless otherwise stated, and may be extended by mutual agreement in writing by the Complainant and the Agency.

b) A Complainant's failure to submit a grievance, or to submit or appeal it to the next level of procedure, within the specified time limits, shall mean that the Complainant has withdrawn the grievance or has accepted the last response given in the grievance procedure as the Agency's final response.

c) Exhaustion of all administrative remedies provided for in this Part shall be a prerequisite to the filing of a complaint before any court or other administrative tribunal.

d) The Agency shall, upon request, provide an individual with a copy of this Part and a Grievance Form.