



PERSONNEL RULES AND REGULATIONS

RULE 8: <i>Complaint, Grievance, and Appeal Procedure</i>	EFFECTIVE: <i>January 1, 2015</i>
REGULATION 2: <i>Grievance Procedure</i>	Pages: <i>1 of 2</i>

Section 1: Introduction

Tenured employees shall have an opportunity to formally address non-disciplinary issues arising out of the PRR, County policies, and/or collective bargaining agreements.

The Grievance Procedure set forth herein is designed to preserve harmony and friendly relations between the County and its employees. Furthermore, the Grievance Procedure provides a just and equitable method for the resolution of grievances without discrimination, coercion, restraint, or retaliation against those employees who submit, consider submitting, or are involved in a grievance procedure.

This Regulation shall not be used to change any portions of the PRR.

Section 2: Provisions

A grievance is defined to be any disagreement concerning the interpretation or application of the specific and expressed provisions or terms of County policies, collective bargaining agreements, or the PRR not relating to discipline. Disagreements relating to the substantive terms or provisions of the PRR, County policies, or collective bargaining agreements shall not be considered grievances. *Refer to Rule 1: County Civil Service Act General Provisions, Regulation 1: Intent and Purpose.*

Employees, or their representative, may withdraw a grievance at any time during this Grievance Procedure. Such withdrawal shall be indicated on the *Grievance Form*.

Any time limitations for this Regulation may be waived or extended in writing by mutual agreement of the parties involved.

Section 3: Grievance Procedure

Employees choosing to file a grievance are to complete a *Grievance Form*. When filling out the form, the following information must be stated with reasonable clarity:

- A. Nature of the grievance,
- B. Act or acts of commission or omission,
- C. Date of the act or acts,
- D. Identity of the party or parties who claim to be aggrieved,
- E. Identify of the party or parties alleged to have caused the grievance,



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F. Specific provisions of the PRR, County policies, and collective bargaining agreements that are alleged to have been violated, and

G. Remedy sought.

Grievances shall be processed in the following manner:

Step 1: Aggrieved employees shall present the *Grievance Form* to their Department Head within 15 calendar days from the date on which they became aware of or should reasonably have been aware of the incident giving rise to the grievance.

The Department Head shall address the nature of the grievance and note the specific reason for accepting or denying the grievance by writing their response on the *Grievance Form*. The Department Head will return the signed form to the aggrieved employee within 15 calendar days. The Department Head will forward a copy of the completed form to the Human Resources Department to be placed in the employee's civil service personnel file.

Step 2: If satisfactory settlement is not reached under Step 1, aggrieved employees, or their representative, or the Department Head shall submit the *Grievance Form* to the Human Resources Director for appeal to the Personnel Policy Board. This submission must occur within 15 calendar days from the date the employee receives the Department Head's response in accordance with Step 1.

The Board shall hold a Hearing on the matter within 30 calendar days, insofar as a quorum can be achieved, after receipt of the grievance by the Human Resources Director. Refer to *Rule 1: General Provisions, Regulation 4: Personnel Policy Board Hearings* for specific details.

The decision of the Board shall be final and binding on all parties; however, this does not prevent either party from pursuing further actions as allowed for by law.