

**FORMAL GRIEVANCE**  
**THIS FORM MUST BE COMPLETELY FILLED OUT**

<b>Name of Grievant (Please Print):</b> <b>Job Title:</b> <b>Date of Hire:</b>		<b>Work Phone:</b> <b>Home Phone:</b>		
<b>Home Mailing Address:</b> <b>Street or P.O. Box:</b> <b>City:</b> <span style="float: right;"><b>State:</b></span> <b>Zip:</b>		<b>Work Mailing Address:</b> <b>Dept:</b> <b>Street or P.O. Box:</b> <b>City:</b> <span style="float: right;"><b>State:</b></span> <b>Zip:</b>		
Date, time and place of event leading to grievance:		Date you became aware of the event, <i>(if different)</i> :		
Detailed description of grievance including names of other persons involved, if any :				
Nature and historical information related to the grievance:				
Proposed solution to grievance:				
<b>Grievant:</b> File a copy of this form with your immediate supervisor and retain a copy for filing at the next step or steps (see instructions on page 2 for a description of who to file with for steps 1 through 4) if necessary. If you do not receive a response within 10 working days or disagree with the action taken, you may file a copy of the grievance at the next step.				
Step	Grievance Filed With <i>(Please Print Name)</i>	Date	Grievant's Signature	Date
1				
2				
3				
4				

See instructions on page 2 of this form for procedures to be followed in filing a formal grievance.

## **GRIEVANCE PROCEDURE**

1. **General Policy.** Employees who perceive that they have a grievance against the County should exhaust the administrative procedure set forth in the body of this Policy before pursuing any appeal to the Career Services Council. An employee may file a grievance about any perceived work related injustice or oppression resulting from an act, occurrence, omission, condition, or unfair labor practice. Issues addressable throughout the grievance process include, but are not limited to:
  - a. Employee-Supervisor relationships
  - b. Duty assignments not affecting job classification
  - c. Shift and job location assignments
  - d. Working conditions
  - e. Practices affecting granting of leave
  - f. Any disciplinary action
  
2. **Applicability.** No Executive Employee, Part-Time Employee, Temporary Employee, Stand-by Employee, or Probationary Employee is entitled to the use of this Grievance Process. Accordingly, the provisions of Title 9 of this Manual do not apply to such employees unless expressly made applicable to the particular classification of employees in the body of the applicable provision.

### **Chapter B. Grievance Process**

1. **Resolution Encouraged at the Lowest Levels.** Grievances should be resolved at the lowest administrative level possible. Employees and their Immediate Supervisors shall attempt to resolve grievances informally by discussing the grievance issues before any formal written grievance is filed. Each employee pursuing a formal grievance must prepare and submit a separate written grievance/appeal to the appropriate responding official. Written grievances shall contain, at a minimum, the following information:
  - a. Name of the employee
  - b. Date the occurrence or action underlying the grievance occurred
  - c. Nature of the grievance
  - d. Historical information related to the grievance
  - e. Requested resolution
  - f. Signature of the employee filing the grievance and date filed
  
2. **Time for Filing Grievance.** Employees will be allowed a reasonable amount of time during work to prepare written grievances. Employee grievances must be filed within ten (10) days of the occurrence or event giving rise to the grievance, or within ten (10) days of when the employee acquires knowledge of the occurrence or event giving rise to the grievance. In the event that an employee determines to move to the next grievance level, the employee's grievance must be filed within ten (10) days of the response that the employee received from the preceding level of grievance. In the event that the responding official failed to respond within the time allotted, the ten (10) days begins to run from the date that the response was due.

3. **Time for Response to Grievance.** At each level of the grievance process, after a responding official has received an employee grievance, the responding official shall have ten (10) working days to respond in writing to the grievance.
  - a. Permissible Extension. If a responding official is unable to answer the grievance within the specified time period due to extenuating circumstances, the official may take an additional ten (10) working days to answer the grievance if they notify the employee in writing of the exigent circumstances and that the extension is being exercised. If the grievance remains unresolved or the decision is considered unacceptable, the employee may grieve the decision to the responding official at the next level of the grievance process.
  - b. Failure to Respond. Absent exigent circumstances, if the responding official fails to respond within the allotted time, the employee may proceed to the next level of grievance.
4. **Issues Subject to Grievance.** Only the issues presented in the original grievance may be considered throughout the grievance process.
5. **Chain of Grievance.** A grievance shall be processed through the following chain of responding officials, if applicable:
  - a. Immediate Supervisor
  - b. Department Head
  - c. Human Resource Director
  - d. Board of County Commissioners
6. **Board of County Commissioners Decision is Final.** The decision of the Board of County Commissioners constitutes the final grievance level. The Board of County Commissioners shall issue a decision within forty-five days of the filing of the grievance with it. If the Commission fails to respond within forty-five days, the grievance is deemed to be denied by the Commission.
7. **Record of Grievance.** No document relating to a grievance shall be placed in the employee's personnel file. If any disciplinary action against an employee is rescinded as a result of the grievance process, the Department Head shall remove the record of the disciplinary action from the employee's personnel file. If any disciplinary action against an employee is modified as a result of the grievance process, the unmodified record of the disciplinary action shall be removed from the employee's personnel file and the modified record of the disciplinary action shall be placed in the employee's personnel file.