

## GRIEVANCES

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### SUMMARY

A Career Service Grievance procedure is available to permanent, probational, regular, part-time, and conditional employees who are not covered by a Collective Bargaining Agreement; or are covered by a Collective Bargaining Agreement where the union has declined to process the grievance; or are covered by a union contract but elect this grievance procedure. Employees filing a collective bargaining grievance should refer to their respective Collective Bargaining Agreement. It should be noted that the response time frames vary among the collective bargaining agreements. The provisions afforded by the pertinent CBA supersede this procedure.

### PROCEDURE

1. Employee must discuss the grievance with the immediate supervisor within seven (7) calendar days of occurrence.
2. If not resolved, the grievance should be sent, in writing, within seven (7) calendar days to the intermediate supervisor who must respond, in writing, within seven (7) calendar days.
3. If not resolved at Step 2, the employee may appeal the grievance to the division director within seven (7) calendar days of the intermediate supervisor's response. The division director must respond, in writing, within seven (7) calendar days.
4. If not resolved in Step 3, the employee may send a written appeal to the director of the department within seven (7) calendar days. The director must meet with the employee and respond, in writing, to the employee within seven (7) calendar days.
5. If not resolved in Step 4, the employee may request, in writing, an appeal hearing to the Assistant Director of the Human Resources Department Director within seven (7) calendar days of receipt of response in Step 4.
6. The Assistant Director charged with the administration of Human Resources will evaluate the grievance and determine if the grievance is in compliance with the provisions of Administrative Order 7 - 18 and schedule a hearing with a Grievance Appeal Panel if deemed necessary.
7. The Grievance Appeal Panel listens to the employee(s) and the department at the hearing and renders a decision, in writing, which will be final and binding.

### Exception

This grievance procedure is not applicable to the following:

- a. Disciplinary action appeals including reprimands
- b. Performance Evaluation appeals
- c. Classification and job description appeals
- d. Disability determinations
- e. Informal and formal counselings
- f. Matters for which an appeal is otherwise provided

Procedure Number: 415  
Effective Date: 10/14

**CONTACT(S):**

**Department/Division**

Human Resources Department/Labor Management and Compensation

**REFERENCE DOCUMENT(S):**

Administrative Order 7-18, Grievance Procedure

Collective Bargaining Agreements