

Michael R. Epperson, Chief of Police

Date: _____

GENERAL ORDER 25
GRIEVANCE PROCEDURES
EFFECTIVE DATE: JANUARY 15, 2007
SUMMARY OF REVISIONS:

INDEX OF STANDARDS
25.1 GRIEVANCE PROCEDURES
25.1.1 GRIEVANCE PROCEDURE
25.1.2 COORDINATION OF GRIEVANCE PROCEDURES; MAINTENANCE AND CONTROL OF GRIEVANCE RECORDS
25.1.3 ANNUAL ANALYSIS OF GRIEVANCES

PURPOSE: The purpose of this chapter is to provide policy that supports this agency's grievance procedures for all bargaining unit and non-bargaining unit members and procedures to ensure timely analysis of grievances and grievance practices.

25.1 GRIEVANCE PROCEDURES

25.1.1 GRIEVANCE PROCEDURES

A. Grievance procedures are established in the Code of Personnel Practices and Procedures (Code) of the City for **non-bargaining unit members** of the agency and in the contract(s) and agreement(s) with **bargaining unit members**. Both the contracts and the Code of Personnel Practices and Procedures outline which matters are grievable and the level within the City's administrative structure to which the grievance may be filed and/or appealed.

– A **permanent employee or officer of the City** who feels aggrieved by the action of his supervisor in the administration of discipline, may appeal such disciplinary action according to the step(s) set forth below. For a particular disciplinary action, the employee shall follow the procedural steps in the order established, and the last step listed is the final point of appeal. The intent of the Charter is clear as to the role of the City Council in disciplinary matters. The City Manager shall discipline employees in the classified and unclassified service and the Personnel Board of Review has the power to hear appeals from administrative determinations made pursuant to this Code and as may be authorized by this Code (Charter, Article VII, 7.01 (A) and (B) (2)).

– **Bargaining unit members** may choose to present a grievance through Chief of Police or may elect to present a grievance through the formal procedures outlined in the contract(s), however use of one system for presenting the grievance precludes filing the same grievance through the other system.

B. **Time limitations** for filing, resolution, and appeal of grievances to the next supervisory level are clearly identified within the City's Code of Personnel Practices and Procedures. These time limitations will govern any grievances unless superseded by a contract and/or agreement. For bargaining unit members, if applicable contract language outlining time limits applies, the contract and/or agreement shall take precedence.

C. A form may be provided for grievances or, if no such form exists, the employee may submit a **written statement of the allegation(s) and facts** surrounding a grievance.

– For **non-bargaining unit members**, a written statement of the grievance and the facts upon which it is based, a written allegation of the specific wrongful act and harm done, and a written statement of the remedy or adjustment sought should be the minimum information included in a grievance.

– For **bargaining unit members** the form and content of grievances should be included in the contract(s) or agreement(s).

D. In **responding to a formal grievance, procedural steps** include acknowledging receipt of the grievance by noting time, date, and person receiving the grievance; analyzing the facts or allegations; affirming or denying, in writing, the allegations in the grievance; and identifying the remedy or adjustments, if any, to be made.

– The **appeal procedure(s)** will be outlined as part of the grievance procedure in the Code of Personnel Practices and Procedures and in the contract(s) or agreement(s) with bargaining unit members.

– **Specific time limitations** for responding to the employee's grievances shall be specified in both the Code of Personnel Practices and Procedures and in the contract(s) or agreement(s) with bargaining unit members.

E. **Any employee of the City of Dublin** may file a grievance with his/her employer. The nature of grievable items and the procedural steps are outlined in the Code of Personnel Practices and Procedures and in the contract(s) with the bargaining unit members.

– Any bargaining unit member may choose to file a grievance with his/her bargaining unit and/or representative rather than filing directly with the City of Dublin.

– A grievance for a single or continuing course of action may only be filed once by an individual or group and may only be filed with the City of Dublin to the exclusion of the grievance procedures for a bargaining unit member or through the bargaining unit to the exclusion of a filing through the City of Dublin.

25.1.2 COORDINATION OF GRIEVANCE PROCEDURES; MAINTENANCE AND CONTROL OF GRIEVANCE RECORDS

The **Chief of Police** or his designee shall be responsible for coordination of grievance procedures and for the maintenance and control of all grievance records. The contract(s) or agreement(s) may allow a member of the bargaining unit(s) to serve as a representative for "aggrieved" members, who shall act as a coordinator of grievances for the bargaining group. (Article 7.1 of FOP Agreement, 7.1 of FOP/OLC Agreement.)

– The Chief of Police will maintain a file of grievances presented for resolution. The grievance files are considered confidential in nature and will be maintained in a secure manner.

– The bargaining group shall have the responsibility for duplication and distribution of, and its own accounting for, the grievance forms.

25.1.3 ANNUAL ANALYSIS OF GRIEVANCES

The Chief of Police and/or his designee shall conduct a documented annual analysis of agency grievances for the past year to determine if a trend exists in filed grievances and to take steps to minimize the causes of such grievances in the future. The contract(s) or agreement(s) may specify a review of grievances and/or other matters dealing with contractual issues.

CROSS REFERENCE TO STANDARDS AND POLICIES: Section 11.05 of the Code of Personnel Practices and Procedures, Article 8 of the FOP Agreement - Grievance Procedure, Article 8 of the FOP/OLC Agreement - Grievance Procedures, Section 7.1 of FOP Agreement - Employee Designee, Section 7.1 of FOP/OLC Agreement - Employee Designee, Section 8.4 of the FOP Agreement - Grievance Form, Section 8.4 of the FOP/OLC Agreement - Grievance Form

CROSS REFERENCE TO FORMS: Grievance Form