

POLICY

It is the policy of the District that employee complaints of unfair working conditions, unreasonable performance improvement plans, or unjust discipline will be addressed by an administrative review.

RESPONSIBILITIES

It is the responsibility of an **employee** to file a written grievance.

It is the responsibility of the **District Manager, Chief, or District President** in the absence of the District Manager or Chief, to acknowledge in writing and attempt to resolve all employee grievances within seven (7) calendar days.

It is the responsibility of the **Personnel Officer or District President** in the absence of the Personnel Officer, to make **Grievance Form 624-1** available to all employees.

It is the responsibility of the **Board** to judge the appeal of the resolution of a grievance that is unsatisfactory to the employee that filed a written grievance.

PRACTICES

1. Employees who have not completed the initial performance trial period are not eligible to file grievances.
2. Performance Improvement Plans shall be grievable prior to demotion or termination.
3. Oral, first, and second warnings shall be grievable prior to disciplinary action.

RELATED POLICIES

Employment Definitions 118  
Performance Trial Periods 248  
Conciliation 612  
Performance Improvement Counseling 618  
Disciplinary Process 621

REVISION HISTORY

Revision Date	Author	Revision Details
March 23, 2022		Initial version