

Grievance Procedure

1004.1 PURPOSE AND SCOPE

It is the policy of this department that all grievances be handled quickly and fairly without discrimination against employees who file a grievance whether or not there is a basis for the grievance. Our Department's philosophy is to promote a free verbal communication between employees and supervisors.

1004.1.1 GRIEVANCE DEFINED

A grievance shall be defined as any dispute which involved the interpretation or application of any provision of the employee Memorandum of Understanding (MOU), excluding all ordinances, resolutions, rules and regulations, the subject of which is not specifically covered by the provisions of the MOU. Such excluded ordinances, resolutions, rules and regulations shall not be subject to the Grievance Procedure.

1004.2 PROCEDURE

If an employee believes that he or she has a grievance as defined above, that employee shall then follow the grievance procedure as detailed in their respective MOU's.