



SECTION: HR
TOPIC: GRIEVANCES 01
GENERAL
AUGUST, 2024

ADMINISTRATIVE PRACTICES MANUAL

SUBJECT: GRIEVANCES

1. All Civil Service employees in a budgeted position have the right to express and present grievances to management through established channels, without prejudice, and with assurance of timely and thorough consideration.
2. An employee may elect to use his/her employee handbook, contractual grievance procedure or the Civil Service appeal procedure. However, once a grievance is filed, Civil Service appeal procedure no longer applies.
3. When any first step grievance has been filed, the supervisor should notify the department head. The Employee Relations Manager and/or Corporation Counsel may also be contacted for consultation. Please refer to appropriate handbooks or contracts for explanation of grievance procedures.
4. Civil Service Appeals: The Civil Service Commission shall have authority to hear all appeals by employees regarding decisions by an Appointing Authority with respect to disciplinary action taken against an employee, refusal to grant a merit increase, refusal to credit overtime allegedly worked, or refusal to rehire a former employee on a re-employment list. An employee may not file an appeal regarding a matter that has previously been grieved.

END OF POLICY