

County Proposal – Unit 6  
August 11, 2022

19.3 Grievance Steps

**Step 1: Informal Discussion**

The grievant shall first discuss the issue with the appropriate departmental management official. The management official has ten (10) calendar days from the date of the informal discussion to respond to the employee.

**Step 2: Department Head and/or Designated Representative**

The employee has ten (10) calendar days from the management official's response if the grievance is not resolved or ten (10) calendar days from the date of the informal discussion, whichever comes later, to file the grievance in writing with the department head or ~~his or her~~ the department head's designee.

The department head or ~~his or her~~ designated representative will meet with the grievant and ~~his or her Association~~ the employee's Union representative and shall provide a written response to the grievance within twenty-one (21) calendar days of receipt. If the grievance is not resolved within the department, ~~employee or the Association~~ Union shall have the right to appeal the grievance to the Human Resources Director, in writing, within fifteen (15) calendar days of the response made at Step 2. Notwithstanding this procedure, all complaints involving or concerning the payment of compensation shall be in writing to the Director of Human Resources or ~~his/her~~ the Director's designee with a copy to the department head. A grievance shall be initiated in writing on the Solano County Grievance form.

**Step 3: Director of Human Resources**

Any ~~employee or Association~~ Union official may notify the Director of Human Resources in writing that a grievance exists. The notice must state the particulars of the grievance and, if possible, the nature of the determination desired. The Director of Human Resources shall have twenty-one (21) calendar days to investigate the issues, meet with the grievant and attempt to reach a satisfactory resolution. No grievance may be processed under Step 4 or 5 which has not first been filed and investigated in accordance with Step 3. A grievance shall be initiated in writing on the Solano County Grievance Form.

**Step 4: Mediation**

If the parties are unable to reach a mutually satisfactory accord on any grievance which arises and is presented during the term of this Memorandum of Understanding, the moving party shall have twenty-one (21) calendar days to request in writing that the grievance be scheduled for mediation.

The mediation will be convened within ninety (90) calendar days of receipt of the timely request for mediation. The mediator shall be selected by mutual agreement from the State Conciliation Service.

In the event either party does not believe that a settlement can be reached, Step 4 of the grievance procedure may be waived by mutual agreement of the parties and the matter shall be referred directly to an impartial arbitrator in accordance with Step 5 of this section.

**Step 5: Arbitration**

Either the ~~Association~~ Union or the County may require that the grievance be referred to an impartial arbitrator who shall be designated by mutual agreement between the ~~Association~~ Union and the Director of Human Resources or ~~his~~ her the Director's designee.

In the event the parties are unable to agree on an arbitrator, the parties shall solicit from the State of California Mediation/ and Conciliation Service a list of seven (7) arbitrators.

After the receipt of the list, the parties shall alternatively strike arbitrator's names from the list until one (1) arbitrator's name remains.

The fees and expenses of the arbitrator and of a Court Reporter shall be shared equally by the Association and the County. Each party, however, shall bear the cost of its own presentation, including preparation and post hearing briefs, if any. The request for arbitration must be made in writing within twenty-one (21) calendar days following the conclusion of mediation.