

County Counter to Union Proposal # 11
Units 82, 87, 89 & 90
August 22, 2022

SECTION 9. GRIEVANCE PROCEDURE

A grievance is any dispute which involves the interpretation or application of any provisions of this Memorandum of Understanding excluding, however, those provisions of this Memorandum of Understanding which specifically provide that the decision of any County official shall be final, the interpretation, or application of those provisions not being subject to the grievance procedure. Grievances must be ~~filed~~ raised within fifteen (15) calendar days of the incident or occurrence about which the employee claims to have a grievance and shall be processed in the following manner:

A. INFORMAL DISCUSSION:

An attempt shall be made to settle all grievances on an informal basis by discussion between the immediate supervisor (or such management official designated by the department head) and the employee before submitting it to the formal written grievance procedure.

Any employee who believes that he/she/they have grievance shall discuss their complaint with the employee's immediate supervisor (or such management official designated by the department head) within fifteen (15) calendar days of the incident or occurrence. This meeting shall be held in an effort to resolve the grievance informally. The immediate supervisor/management official shall have ten (10) calendar days from the date of the informal discussion to respond to the employee. If an agreement is reached to resolve the issue, the supervisor will confirm the outcome in writing.

B. Step 1

If the management official's response does not resolve the grievance, the employee has ten (10) calendar days from the management official's response date to file the grievance in writing with the department head or the department head's designee. If the management official fails to respond, the employee has ten (10) calendar days from the date the management official's response was due to file the grievance in writing with the department head or the department head's designee.

~~If the grievance is not settled on the informal discussion basis, the employee shall submit his/her grievance in writing to his/her immediate supervisor within fifteen (15) calendar days of the incident or occurrence about which the employee claims to have a grievance. The grievance shall be submitted on the forms provided for this purpose, a copy of which shall be forwarded to the Director of Human Resources or his/her the Director's designee. Upon receipt of the formal grievance, the immediate supervisor/management official shall confer with the grievant and/or his/her their~~

representative and shall render a decision in writing to the employee and ~~his/her~~ their representative within fifteen (15) days after receipt of the grievance.

C. Step 2

If the grievant is not satisfied with the decision rendered at, a lower level, ~~he/she~~ they may appeal the decision to ~~his/her~~ their department head or designated representative within ten (10) days of receiving ~~his/her~~ their immediate supervisor/management official's decision. Upon receipt of the appeal, the department head or the department head's designee shall review the grievance and the immediate supervisor/management official's decision and, as necessary, confer with the employee or his/her representative, and within fifteen (15) days after receipt of the appeal, render a decision in writing to the employee and ~~his/her~~ their representative.

D. Step 3

If the grievant is not satisfied with the decision rendered by the department head or the department head's designee, ~~he/she~~ they may appeal the decision to the Director of Human Resources or ~~his/her~~ their designee in writing, stating the particulars of the grievance and, if possible, the nature of the determination desired. The Director of Human Resources or ~~his/her~~ their designee shall have fifteen (15) workdays in which to investigate the issues, meet with the complainant and shall render a decision in writing which shall be final and binding upon the parties involved. A grievance shall be initiated in writing on the Solano County Grievance Form.