

Subject: GRIEVANCE PROCESS

Date: March 28, 2018

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Replaces Policy Dated: N/A

PURPOSE: To establish a process by which employees may seek relief to certain work related issues or concerns.

SCOPE: This policy applies to all Pinal County employees.

STATEMENT OF POLICY: Pinal County wishes to maintain a positive work environment where employees can have certain work related issues or concerns addressed in a uniform and unbiased way.

This procedure may be used by employees to respond to the following types of problems or concerns, which are intended as examples and not limitations:

- A. Misinterpretation, misapplication or unequal enforcement of County policies, or administrative procedures as they relate to the employee.
- B. Hours of work, assignment of duties, working conditions.
- C. Disagreement with a letter of reprimand.

However, this procedure shall not be used for problems concerning:

- A. Compensation.
- B. Classification.
- C. Matters covered by state or federal law.
- D. Performance appraisal.
- E. Performance Improvement Recommendation (PIR).

PROCEDURE

1. The employee is first required to present the problem, and the relief requested in a written memorandum, to his/her immediate supervisor within ten (10) days of the event.
2. Within five (5) working days the supervisor will respond in writing.
3. If the employee is not satisfied with the response, he/she may submit the memorandum, the response, and all the attachments to the Department Head (or Elected Official as the case may be) within two (2) working days of receipt.

4. The Department Head shall meet with the employee to discuss the matter and give consideration to the problem and the relief requested. The Department Head will submit his/her written response within five (5) working days of receiving the employee's memorandum. A copy of all correspondence will be furnished to the employee and the original forwarded to Human Resources Director.

In offices headed by an Elected Official, the Elected Official's decision shall be final, with no further administrative review.

5. Within five (5) working days after receiving the response of the Department Head, the employee may file with the Assistant County Manager a request for review and meeting, if desired, with the Assistant County Manager. The Assistant County Manager shall informally investigate; give consideration to the stated problem, the remedy requested, and the action of the Department Head. The Assistant County Manager shall provide his/her response in writing within ten (10) working days. A copy of the final determination will be furnished to the employee, the department and the original forwarded to the Human Resources Director.
6. If the employee wishes further review, the employee may submit a request (with all memoranda and responses) to the County Manager. The County Manager shall give consideration to the stated problem, the remedy requested, and the recorded action taken. The County Manager shall review the matter, and may, at the County Manager's discretion, involve other County employee in reviewing the matter. Upon written request submitted within five (5) working days after the County Manager's receipt of the grievance packet, the County Manager shall meet with the employee prior to issuing a decision. The County Manager shall issue a written decision within ten (10) days of receipt of the grievance, and the County manager's decision shall be final with no further review permitted.
7. Timeline requirement may be adjusted as needed by the County Manager or Elected Official upwards but may not decrease the required time.