

See attached language from the Administrative Manual for more details.

GLENN COUNTY GRIEVANCE FORM – NON-REPRESENTED

EMPLOYEE NAME

DEPARTMENT

REFERENCE: Grievance Procedure Title 10.12.26 of the Administrative Manual. Specify dates, facts, nature of complaint and remedy requested. Attach additional information if more space is necessary. For assistance with this form please contact the Personnel Director.

STEP I – INFORMAL/IMMEDIATE SUPERVISOR Presentation of Grievance to Immediate Supervisor
An employee's grievance must be submitted orally or in writing to his or her first line supervisor or management representative immediately in charge of the aggrieved employee within fourteen (14) calendar days after the event giving rise to the grievance or after the employee would be reasonably expected to have knowledge of the event having taken place. The supervisor or management representative will give his or her answer to the employee by the end of the seventh (7th) calendar day following the presentation of the grievance. Such answer will terminate Step I.

GRIEVANCE:

REMEDY REQUESTED:

EMPLOYEE SIGNATURE

DATE

EMPLOYEE REPRESENTATIVE:

↶ SUPERVISORY USE BELOW ↷

DATE / TIME

Date(s) Supervisor scheduled meeting(s): _____

SUPERVISOR'S RESPONSE & REMEDY OR CORRECTION OFFERED:

IMMEDIATE SUPERVISOR SIGNATURE

DATE OF STEP I RESPONSE

See attached language from the Administrative Manual for more details.

STEP II – DEPARTMENT HEAD

If the grievance is not settled in Step I, the grievance shall be reduced to writing by the employee, on the County grievance form approved by the Personnel Department, fully stating the facts surrounding the grievance, setting forth the law, directive, rule, regulation or section of this Policy which has been violated and detailing the remedy sought. The grievance shall be signed and dated, and presented to the department head or his or her designated representative with a copy to the Personnel Department, within fourteen (14) calendar days after receipt of the required answer in Step I. A meeting with the employee, employee representative and department head, or their designees, will be arranged at a mutually agreeable location and time to review and discuss the grievance. Such meeting shall take place within seven (7) calendar days from the date the grievance is presented to the department head or his or her designee. The department head or his or her designee shall give a written reply to the grievance by the end of the seventh (7th) calendar day following the date of the meeting. Such written reply will terminate Step II.

Date Appeal delivered to Department Head: _____

Date(s) Department Head scheduled meeting(s): _____

Date of Department Head Hearing: _____

DEPARTMENT HEAD STATEMENT OF POSITION AND REMEDY OR CORRECTION OFFERED:

DEPARTMENT HEAD SIGNATURE

DATE OF STEP II RESPONSE

STEP III – PERSONNEL DIRECTOR

Step III Personnel Director Review. Within fourteen (14) calendar days of the department head's decision, the employee may apply to the Personnel Director for review. The Personnel Director shall within seven (7) calendar days meet with the employee, department head, and other persons as are deemed necessary in an attempt to resolve the grievance. The Personnel Director shall resolve the grievance and shall send a response in writing to the grievant and shall advise the grievant of the right to appeal further.

Date Grievance filed with Personnel Director: _____

Date of scheduled Hearing: _____

PERSONNEL DIRECTOR'S DISPOSITION:

PERSONNEL DIRECTOR SIGNATURE

DATE OF STEP III RESPONSE

STEP IV – REQUEST FOR ARBITRATION OF GRIEVANCE

Within ten (10) calendar days of the Personnel Director's review and decision, the employee may request in writing to the Personnel Director a desire to submit the matter to advisory arbitration. As soon as possible, and in any event, no later than five (5) calendar days after the Personnel Director receives the written notice of the desire to arbitrate, the parties shall attempt to agree upon an arbitrator.

REQUEST FOR ARBITRATION:

DATE REQUEST FOR ARBITRATION FILED: _____

See attached language from the Administrative Manual for more details.

From the Glenn County Administration Manual, Title 10.12.26:

10.12.26 Grievances

A. Definition. A "grievance" shall be defined as a violation of any law, directive, rule, regulation or section of this policy. This section shall not apply to County rights specified in Section 10.04.08 or to disciplinary actions pursuant to Section 10.12.28. There shall be an earnest effort on the part of all parties to settle a grievance promptly through the steps listed below.

B. Appeal Procedure.

1. Step I - Supervisor. An employee's grievance must be submitted orally or in writing to his or her first line supervisor or management representative immediately in charge of the aggrieved employee within fourteen (14) calendar days after the event giving rise to the grievance or after the employee would be reasonably expected to have knowledge of the event having taken place. The supervisor or management representative will give his or her answer to the employee by the end of the seventh (7th) calendar day following the presentation of the grievance. Such answer will terminate Step I.
2. Step II - Department Head. If the grievance is not settled in Step I, the grievance shall be reduced to writing by the employee, on the County grievance form approved by the Personnel Department, fully stating the facts surrounding the grievance, setting forth the law, directive, rule, regulation or section of this Policy which has been violated and detailing the remedy sought. The grievance shall be signed and dated, and presented to the department head or his or her designated representative with a copy to the Personnel Department, within fourteen (14) calendar days after receipt of the required answer in Step I. A meeting with the employee, employee representative and department head, or their designees, will be arranged at a mutually agreeable location and time to review and discuss the grievance. Such meeting shall take place within seven (7) calendar days from the date the grievance is presented to the department head or his or her designee. The department head or his or her designee shall give a written reply to the grievance by the end of the seventh (7th) calendar day following the date of the meeting. Such written reply will terminate Step II. Time limits as set forth above may be extended by mutual agreement between the parties, but neither party may be required to so agree. If the County, or any management representative of the County, fails to respond within the time periods contained above, the grievant may automatically, proceed to the next step of the grievance procedure. If the grievant fails to meet the time requirements, the matter is considered to be abandoned.
3. Step III Personnel Director Review. Within fourteen (14) calendar days of the department head's decision, the employee may apply to the Personnel Director for review. The Personnel Director shall within seven (7) calendar days meet with the employee, department head, and other persons as are deemed necessary in an attempt to resolve the grievance. The Personnel Director shall resolve the grievance and shall send a response in writing to the grievant and shall advise the grievant of the right to appeal further. If the Personnel Director declares the matter not subject to the grievance procedure, each party shall present evidence to an arbitrator who shall decide whether or not the matter is arbitrable before proceeding to Step IV of the grievance procedure.
4. Step IV - Arbitration. Within ten (10) calendar days of the Personnel Director's review and decision, the employee may request in writing to the Personnel Director a desire to submit the matter to advisory arbitration.

As soon as possible, and in any event, no later than five (5) calendar days after the Personnel Director receives the written notice of the desire to arbitrate, the parties shall attempt to agree upon an arbitrator. If no agreement is reached within said five (5) calendar days, an arbitrator shall be selected from a list of five (5) arbitrators submitted by the American Arbitration Association or California State Mediation and Conciliation Service by alternately striking names until one name remains. The party to strike the first name shall be selected by lot.

Either the County or the aggrieved employee may call employees as witnesses and the County agrees to release said employees from work if on duty. The aggrieved employee shall not call an excessive number of employee witnesses who are on duty.

The arbitrator shall have no power to alter, amend, change, add to, or subtract from any of the terms and conditions of this policy nor any other rules, policies or procedures except where State or Federal laws, rules, and/or regulations prevail. The decision of the arbitrator shall be based upon the evidence and arguments presented to him or her by the respective parties in the presence of each other.

The decision of the arbitrator is advisory to the Board of Supervisors whose decision shall be final and binding on both parties. Each party shall bear the expense of the presentation of the party's own case.

All fees and expenses of the arbitration shall be shared equally by the parties. If the employee elects to proceed to arbitration, the employee will pay half of the arbitration fee in advance. In no event will the County pay more than half the expenses.

5. Step V - Board of Supervisors Appeal. The Board of Supervisors may consider the decision of the arbitrator, hear the grievance de novo or by resolution or minute order refer it to such persons or body as it deems necessary for hearing. The Board of Supervisors shall further determine whether or not the decision reached by such other person or body shall be final and binding or advisory in nature. Any costs related to proceedings before the Board of Supervisors or proceedings before another person or body referred by it shall be shared equally by the parties.

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The employee may elect to bypass Step IV of the grievance procedure and request a review and hearing before the Board of Supervisors in closed session. All decisions under Step V by the Board of Supervisors in the matter shall be final and binding on all parties.

C. Employee Exclusions. This grievance procedure shall not pertain to County department heads.