

WEBER COUNTY SHERIFF'S OFFICE		POLICY AND PROCEDURES	
SUBJECT: Grievances		CHAPTER/SECTION NO.: 17.1,17.2	
EFFECTIVE DATE: 10/7/03		REVIEW DATE:	
AMENDS/SUPERSEDES: See attached sheet		APPROVED: <u>**See Master File</u> Sheriff	
STANDARD NUMBER: 25.1.1			

17.1 Definitions

- 17.1.1 Career Service Council: The Weber County Personnel Policies Procedures Manual covering the Organization of the Merit System establishes a Career Service Council consisting of three members appointed by the Weber County Commission for a period of three years. Refer to the Weber County Personnel and Policies and Procedures Manual Chapter 2 for further detail on the organization of the Career Service Council and it's duties, responsibilities, and tenure.

17.2 Policy

- 17.2.1 The Weber County Sheriff's office shall provide a fair, formal, and prompt means of settling employee disputes without coercion, restraint, or reprisal, and allow all employees who feel they have a grievance to process that grievance without fear of reprisal.
- 17.2.2 This policy is established pursuant to the Weber County Personnel Policies and Procedures Chapter on Organization of the Merit System (Chapter 2) and Grievances (Chapter 3).
- 17.2.3 Eligibility - All members are entitled to utilize the County's grievance system established in this policy.
- A. Any member or applicant claiming discrimination based upon race, color, sex,

age (if the individual is 40 or over), religion, ancestry, national origin, or handicap, may utilize the grievance system established by this policy and ask for review of decisions by the Career Service Council.

- B. Grievable Issues to Career Service Council - Pursuant to the Weber County Personnel Policies and Procedures Manual, Chapter 3, **only those disputes relating to discrimination are Formally Grievable to the Career Service Council.** Appeals of personnel actions related to suspension, transfer to a lower position, demotion, and dismissal are also appealable to the Career Service Council as authorized in WCSO Policy and Procedures Chapter 18.

17.2.4 Member Rights - A member eligible to process a grievance is entitled to:

- A. Assistance by a representative of the employee's choice; except the Sheriff, a Bureau head, an employee of the Department of Human Resources or County Attorney's office; to act as an advocate or advisor at any level of grievance, or at any grievance meeting with a supervisor, Bureau Commander, Chief Deputy or the Sheriff.
- B. A reasonable amount of time during work hours to prepare the grievance.
- C. Freedom from reprisal for using the grievance system.
- D. The right to call other members as witnesses at a hearing.