

WEBER COUNTY SHERIFF'S OFFICE		POLICY AND PROCEDURES	
SUBJECT: Filing a Grievance		CHAPTER/SECTION NO.: 17.3,17.4	
EFFECTIVE DATE: 10/7/03		REVIEW DATE:	
AMENDS/SUPERSEDES: See attached sheet		APPROVED: <u>**See Master File</u> Sheriff	
STANDARD NUMBER: 25.1.1			

17.3 Policy

- 17.3.1 Eligible employees (see section 17.2) should follow the County and Office policies for filing grievances.

17.4 Procedure

- 17.4.1 A grievance shall be in an appropriate written communication and delivered to the appropriate person within the time frames outlined herein.
- 17.4.2 The member may begin the grievance process by informing their immediate supervisor of a desire to informally discuss a grievable issue.
- 17.4.3 If not satisfied by the informal process the member may present a written grievance to the next level supervisor within five working days after the occurrence of the action in question or within five days after the discussion with the supervisor in the informal process. If the cause of the grievance occurs at a higher level, the process shall commence at that level. A copy of the written grievance shall be sent to the Director of Human Resources. The grievance shall state the complaint, the relevant dates and parties involved, and the remedy or action requested. A written decision shall be given to the employee, with a copy sent to the Director of Human Resources, within ten working days of the date of filing. This will end the grievance process for all

complaints accept those involving discrimination. If the grievance remains unresolved or if the decision is considered unacceptable, AND if the grievance involves alleged discrimination, the member may proceed to the next step.

- 17.4.4 Within five working days after the receipt of the decision in 17.4.3, or after the decision is due, the employee or their representative may present the written grievance to the Chief Deputy. After reviewing the written material and the decisions of the supervisors the Chief Deputy shall issue a written decision within ten working days and provide a copy to the member and to the HR Director.
- 17.4.5 Within five working days after the receipt of the decision in 17.4.4, or after the decision is due, the member or their representative may present a written grievance to the Sheriff. The Sheriff shall then schedule a conference with the involved party(ies) within five working days after the receipt of the grievance. The Sheriff shall render a written decision to the employee, with a copy sent to the Director of Human Resources, within ten working days after the completion of the conference. If the grievance remains unresolved or if the decision is considered unacceptable, the member may proceed to the next step if the issue being grieved is an issue relating to discrimination.
- 17.4.6 Within five working days after the receipt of the decision in 17.4.5, or after the decision is due, the employee may present the grievance in writing to the Career Service Council. The Career Service Council shall proceed as outlined in the Weber County Personnel Policies & Procedures Manual, Appeals Chapter.
- 17.4.7 The following information must be included with the written grievance presented to the Chief Deputy, the Sheriff and the Career Service Council:

- A. A written statement of the grievance and the facts upon which it is based.
- B. A written allegation of the specific wrongful act and harm done.
- C. A written statement of the remedy or adjustment sought.
- D. All available written materials pertaining to the grievance issue or notation as to what is available and in whose possession it resides.
- E. A list of potential witnesses.
- F. Whether or not the member will represent himself or herself or be represented by another person and the identity of such other person.
- G. Copies of all written decisions made by supervisors on the grievance being considered.