

WEBER COUNTY SHERIFF'S OFFICE		POLICY AND PROCEDURES	
SUBJECT: Grievance Levels and Time Frames		CHAPTER/SECTION NO.: 17.6,17.7	
EFFECTIVE DATE: 10/7/03		REVIEW DATE:	
AMENDS/SUPERSEDES: See attached sheet		APPROVED: <u>**See Master File Sheriff</u>	
STANDARD NUMBER: 25.1.1			

17.6 Policy

- 17.6.1 It is the policy of the Weber County Sheriff's Office to abide by the grievance time frames listed in the Weber County Personnel Policies & Procedures Manual. All steps of the grievance procedure will be done in accordance with that Manual. Members considering filing a grievance should obtain and review a copy of Chapter 3, Weber County Personnel Policies & Procedures Manual before commencing with the grievance process.
- 17.6.2 A member with a grievance must follow the procedures outlined below and file the grievance within the time frames outlined by the Weber County Personnel Policies & Procedures Manual or the grievance is automatically invalidated, unless the grievant can demonstrate special circumstances. **If the grievant does not receive a response within the time frames provided, the grievance will be deemed denied and the grievant may appeal to the next level as provided.**
- 17.6.3 Grievance procedure time frames may be extended by mutual written agreement of the grievant and hearing individual or a representative.
- 17.6.4 Any party to the grievance may call witnesses and all reviewing supervisors shall have the right to require witnesses to testify and compel all written records to be presented.

17.7 Procedure

17.7.1 Level 1: Informal Discussion with Immediate Supervisor

- A. The member will inform their immediate supervisor of their desire to informally discuss a Grievable issue, as outlined in 17.4.2, within five working days after the occurrence of the action in question. Refer to Chapter 3, Weber County Personnel Policies & Procedures Manual.
- B. Once the grievance has been raised, the supervisor shall meet with the member to discuss the grievance.
- C. The supervisor shall notify the member of a decision within ten working days.
- D. The employee may then, if they choose, proceed to Level two.

17.7.2 Level 2: Filing of Formal Grievance.

- A. Within five working days of the informal decision, the member may present a written grievance to their next level supervisor with a copy sent to the Director of Human Resources, unless cause of the grievance occurs at a higher level, in which case it shall commence at that level.
- B. The supervisor shall issue a written decision within ten working days and provide a copy to the member and to the Human Resource Director.
- C. The decision of the second level supervisor shall be final unless the issue involves discrimination. If the issue involves discrimination the grievant may, within five days, proceed to Level 3.

17.7.3 Level 3: Consideration by Chief Deputy

- A. If the grievant is not satisfied with the supervisors level two decision, and the issue

involves discrimination, the matter may be heard by the Chief Deputy.

- B. After reviewing the written material and the decision of the immediate supervisor the Chief Deputy shall issue written decision within ten working days and provide a copy to the member and the HR Director.
- C. The grievant, if not satisfied, may proceed to level 4, if the issue involves discrimination.

17.7.4 Level 4: Discussion with the Sheriff

- A. The member or their representative may present the written grievance to the Sheriff within five working days of a decision in Level 3, or after the decision is due.
- B. The Sheriff shall then schedule a conference with those involved within five working days after receipt of the grievance. Within ten working days after the completion of the conference, the Sheriff shall render a written decision to the employee, with a copy to the Director of Human Resources.
- C. If the grievance remains unresolved or if the decision is considered unacceptable, the employee may proceed to Level 5, if the grievance relates to discrimination.

17.7.5 Level 5: Review by Career Service Council

- A. The Career Service Council shall hear the grievance if a request is filed within five days of the Level 4 decision.
- B. The Council shall respond within ten working days in writing after the end of the hearing.
- C. In each case appealed to it, the decision of the Council shall be final.

17.7.6 The right of appeal to the District Court under the provisions of the Utah Rules of Civil Procedure shall be as provided in the

rules and ordinances of Weber County and in
accordance with Utah State Statutes.