



Personnel Policy

Grievance Procedure

Control Number	Policy Date	Revision Date
HR006	06/05/2006	03/04/2024

Purpose

To provide a mechanism for the presentation, review and resolution of employee grievances in an open and productive manner

Scope

All regular, full time employees and budgeted thirty-two (32) hour employees who have completed probation

Exception

The Department of Social Services, Health Department, Register of Deeds and Sheriff's Office are not subject to this policy.

General Statements

Every employee has the right to present a grievance in accordance with this policy without interference, coercion, restraint, discrimination, penalty, harassment or retaliation.

During the grievance process, neither the County nor the grievant may be represented by an attorney or any other person.

Grievance

A grievance is a complaint or dispute of an employee relating to employment, including but not limited to:

- Working conditions relevant to safety and health
- Disciplinary actions related to suspension without pay, demotion, dismissal, or separation from employment due to unavailability.

Non-grievable issues include:

- Negotiation of wages, salaries, or fringe benefits;
- Any work activity accepted by the employee as a condition of employment;
- Operational and/or organizational changes adopted by the County including but not limited to hours of work, licenses and certifications, residency requirements, work assignments, and other specified conditions of employment;
- Denial of promotion or transfer (unless due to illegal discrimination, harassment, or retaliation);
- Disciplinary actions related to verbal and/or written warning or investigatory status.



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Procedure

Step 1

An employee or former employee shall begin the grievance process by filing a written grievance request with the Human Resources Director within fifteen (15) calendar days of the date of the occurrence or decision the employee is grieving.

Step 2

The Human Resources Director will determine if the complaint is grievable within this policy and the complaint was filed in a timely manner. This decision by the Human Resources Director on the validity of the grievance is final.

If the complaint is not grievable, the employee will receive written notification to that effect within fifteen (15) calendar days of the grievance being filed.

If the complaint is grievable, the Human Resources Director will meet with the employee to discuss the grievance and possible resolution. This meeting will be held within fifteen [15] calendar days of the grievance being filed.

Step 3

The Human Resources Director will investigate the complaint and gather related information. A response to the grievance and a recommended resolution will be provided to the employee, in writing, within fifteen (15) calendar days of the initial meeting with the employee in Step 2.

If this resolves the complaint, the Human Resources Director will initiate a written agreement specifying the terms for the resolution and both sides will sign the agreement. This signed agreement represents a successful resolution of the employee's issue. This will be completed within five (5) calendar days.

If this does not resolve the complaint, the Human Resources Director will advise the employee in writing of the next step. This will be completed within five (5) calendar days.

Step 4

If Step 3 does not resolve the employee's grievance, the employee may appeal to the County Manager, in writing, within fifteen (15) calendar days after receipt of the decision.

Step 5

The County Manager will meet with the employee, within fifteen (15) calendar days after receipt of the written appeal to discuss the grievance.



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The County Manager will initiate a written decision to the grievant within fifteen (15) calendar days of the meeting. The County Manager's decision is the final step of the Scotland County Grievance Procedure.

Reference

Replaces: Personnel Policy dated, June 5, 2006
Article IX. Grievance Procedures