



SECTION: HR  
TOPIC: GRIEVANCES 01  
GENERAL  
FEBRUARY, 2007

## ADMINISTRATIVE PRACTICES MANUAL

### SUBJECT: GRIEVANCES

1. All Civil Service employees in a budgeted position have the right to express and present grievances to management through established channels, without prejudice, and with assurance of timely and thorough consideration.
2. Grievance procedures vary according to whether employees are represented by a collective bargaining agent or are non-represented. Represented employees may elect to use his/her contractual grievance procedure or the Civil Service appeal procedure. However, once a grievance is filed, Civil Service appeal procedure no longer applies.
3. When any first step grievance has been filed, the supervisor should notify the department head. The Employee Relations Manager and/or Corporation Counsel may also be contacted for consultation. Please refer to appropriate contracts for explanation of grievance procedures.
4. Civil Service Appeals: The Civil Service Commission shall have authority to hear all appeals by employees regarding decisions by an Appointing Authority with respect to disciplinary action taken against an employee, refusal to grant a merit increase, refusal to credit overtime allegedly worked, or refusal to rehire a former employee on a re-employment list.

**END OF POLICY**