

1.444 GRIEVANCES

A grievance is any cause of complaint arising between employee and employer on a matter concerning discipline, alleged discrimination, promotion, assignment, or interpretation or application of university rules or agency procedures over which the university management has control. Complaints pertaining to the general level of wages, wage patterns, fringe benefits, or to other broad areas of financial management and staffing are not grievable issues.

1.444.10 Grievance Process Applicability

- A. When not in conflict with LEOBR, grievances in the agency will be filed, processed, and heard consistent with **228.0 VII-8.00 Policy on Grievances for Associate Staff and Classified Personnel** and **229.0 VII-8.10 Policy on Special Action Appeals for Classified Employees**.
 - 1. Officers electing to utilize the grievance system are not allowed to switch to the LEOBR process once the grievance process has been accepted and initiated.
 - 2. Officers electing to utilize the LEOBR process are not allowed to switch to the grievance system once actions under LEOBR have been initiated.
- B. The employee relations staff of the Department of Personnel Services serves as grievance related resource personnel to answer questions by either employees or employers.

1.444.20 Filing Grievances

- A. The chief, as the department head, is responsible for coordinating grievance procedures for the agency.
- B. Grievance forms are available through University Human Resources.
 - 1. Grievances will be submitted only on approved forms and must bear signatures of grievants.
 - 2. Information that must be submitted on grievance forms includes, but is not limited to:
 - a. Descriptions of specific wrongful acts and harm done;
 - b. Statements of remedies or adjustments being sought; and
 - c. Employee representatives, if any.
- C. Grievances must be submitted directly to the Office of the Chief for the attention of the Chief of Police/Director of Public Safety.

1.444.30 Time Limitations

- A. Grievances must be initiated within 30 calendar days of the action involved, or within 30 calendar days of employees having reasonable knowledge of the actions.
- B. Appeals within the grievance procedure will be timed from the receipt of written opinions of management, or from when such opinions are due, whichever comes first.
- C. Employees should consult the Policy on Grievances for Associate Staff and Classified Personnel and Policy on Special Action Appeals for Classified Employees for complete descriptions of procedures, time limitations, and appeal process.

1.444.40 Employee Representation

Employees may be represented at every step of the grievance procedure. At any point in the grievance procedure, employees, may elect to obtain, change, or dismiss representatives by providing written notice of same to persons hearing the grievances. However, such actions in no way allow grievants to return to previous steps in the procedure or to delay grievances at current steps.

1.444.50 Grievance Records

- A. The agency's grievance files are maintained by personnel as-

- signed to the Internal Affairs function in the Office of the Chief.
- B. General access to grievance files will be limited to the chief and bureau commanders.
- C. Employees will be granted access to their particular grievances, but no others.

1.444.60 Analysis

The chief will ensure that an annual analysis of grievances is prepared to assist in determining what, if any, steps should be taken to minimize future causes of such grievances. This analysis will include a review of supporting policies and practices.