

GRIEVANCE PROCEDURE FOR CLASSIFIED EMPLOYEES

A grievance is defined as “A complaint by an employee of the County concerning the interpretation and application of policies governing personnel practices and procedures, departmental work rules, unsafe or unhealthy working conditions, alleged discrimination or alleged improper treatment.”

Prior to reducing any grievance to writing, there should be a serious attempt on the part of the employee and supervisory personnel to resolve differences through mutual contact and discussion of problems.

Should differences fail to be resolved by any of the above means, then and only then, should the grievance be reduced to writing with the following formal procedure being used. This procedure is designed as a timed technique using written communication between County resource personnel as a means of resolving differences.

The employee should insure that the Personnel Department gets a copy of the form as it moves through the various stages of the grievance procedure.

The submittal and processing of the grievance shall be in accordance with Rule 22 of the Gila County Merit System Rules and Policies.

If you are filing a grievance, there are certain steps you should consider before filing a formal grievance, and steps you must follow according to the Personnel Policies.

If you already have followed the procedures calling for contact with your immediate supervisor and your department head and still feel you have a legitimate grievance, the following now applies:

1. Obtain a copy of the Grievance Procedure and Form from the Personnel Department to determine what is and is not a grievable matter.
2. Fill out the proper forms in the correct fashion and submit a copy of them to your department and to Personnel.
3. If you have questions concerning the procedures you are to follow, contact the Personnel Department. It is the function of this department to assist you in following the correct procedures and to assure that all steps are taken within the proper time frames to allow for a speedy and impartial resolution to your grievance.
4. It is not the function of the Personnel Department to assist you in formatting your grievance or to give you advice on the reasons for which the grievance is being filed.
5. It is the function of the Personnel Department to help you in seeing that your grievance is filed in the proper format and in a timely fashion, and to advise you if the grievance is acceptable under the Personnel Policies. However, if you do not agree with Personnel on the issue of whether or not your case is a grievable matter, it is your right to file the grievance anyway.

