

	LANE COUNTY SHERIFF'S OFFICE POLICY	Number: G. O. 6.34
		Issue Date: March 21, 2005
		Revision Date: November 2, 2005; March 31, 2017
CHAPTER: Human Resources		Related Policy: LCPOA Agreement, Article 17; AFSCME Agreement, Article VI; APM, Chapter 3, Section 60, Issue 6, (Appeals of Personnel Actions/Discrimination Procedures)
SUBJECT: Grievance Administration		Related Laws:

POLICY: In accordance with the above listed collective bargaining agreements and administrative procedure, the Sheriff's Office recognizes employees have the right to file grievances under their applicable working agreements seeking redress for what they believe is a violation of the agreement or to file an appeal challenging what they believe is an unfair or incorrect administrative personnel action.

Further, the Sheriff's Office recognizes its responsibility to implement procedures to coordinate a timely management response (in accordance with the time limits established by the various agreements) to the steps of the grievance process and maintenance and control of grievance records.

RULE: None

PROCEDURE:

I. Administration

- A. The Chief Deputy is responsible for administering this policy to include:
 - 1. Ensuring timely response to grievances by the various divisions.
 - 2. Maintaining grievance records.
 - 3. Controlling grievance files.
 - 4. Obtaining a grievance tracking number through Labor Relations.
 - 5. Ensuring all grievance responses reference the grievance tracking number.

II. Receipt of Grievance

- A. The supervisor receiving a grievance shall document the time and date of receipt on the original grievance.

- B. The supervisor will forward the original grievance (no later than the next working day following receipt of the grievance), including the supervisor's notation of time and date received, to the Chief Deputy.

III. Response to Grievance

- A. Division Commanders, Chief Deputy and the Sheriff will respond to the employee's grievance in accordance with the applicable step timelines in the various collective bargaining agreements and APM (timelines begin with time and date received).
- B. A supervisory/management request for an extension of timelines for response shall not occur except in the most exigent of circumstances. Employees deserve a timely response to their grievance and supervisory/management will strive to provide such a response.
- C. The original of all grievance responses shall be forwarded immediately to the Chief Deputy.