

ALLEGAN COUNTY EMPLOYEE HANDBOOK

Category: Administration Policy
Number: 206
Approved: April 14, 2005, supersedes prior policy
Subject: GRIEVANCE PROCEDURE

1. **GENERAL:** A grievance shall be defined as any dispute regarding the meaning, interpretation, application or alleged violation of the terms and provisions of the Allegan County Employment Policies. County employees are first encouraged to work with their supervisor/Department head to resolve workplace complaints. In the event it becomes necessary to formally present your complaint, the following steps are for use by non-bargaining unit employees. This policy is not intended to create or suggest the existence of anything other than an at-will employment relationship.
 - 1.1 **Step 1.** Discuss your problem with your immediate supervisor. Your supervisor is in the best position to help and answer your questions. Most problems can be resolved at this step.
 - 1.2 **Step 2.** If a satisfactory solution is not reached in a discussion with your supervisor, ask to discuss the problem with the department head. The department head may arrange a meeting, discuss the problem with you and try to solve the problem after carefully examining the facts. Each Department head has authority to make a final decision on department rules and procedures.
 - 1.3 **Step 3.** If the employee is unsatisfied with the decision of the Department head, a formal grievance must be submitted in writing, to their immediate supervisor within five (5) days after receiving the decision of the Department head. The supervisor shall give the employee a written answer within five (5) working days after receipt of the written grievance.
 - 1.3.1 The written grievance shall be a factual account of the event or events upon which the dispute is based, stating the time or times of the occurrence and specifying the section or sections of the Employment Policies allegedly violated. The employee must sign the grievance. A copy must be submitted to the department head. If the supervisor's response is satisfactory to the grievant, he/she shall so indicate on the copy and sign the same. A copy will be submitted to the supervisor and the department head.
 - 1.4 **Step 4.** If the aggrieved employee is not satisfied with the written decision of the supervisor, he/she has the right to appeal the decision in writing to the department head within five (5) working days of receipt of the written answer. The Department head shall give a written decision to the

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employee within five (5) working days after receiving the appeal of the supervisor's decision.

- 1.5 Step 5.** If the aggrieved employee does not receive a written decision within five (5) working days, or if he/she is not satisfied with the decision of the department head, the grievant may appeal to the governing authority of the department. Notice of such appeal must be given to the department head within five (5) working days after receipt of his written response. The department head shall promptly forward a copy of the grievance and notice of appeal to the Human Resources Director/Assistant County Administrator. The appeal of the grievance will be considered by the governing authority (or his/her designee) in a manner determined by the governing authority within ten (10) working days of the appeal. Prior to final determination of a resolution, the governing authority will discuss any resolution that will have a financial impact on the county, with the County Administrator. The governing authority will give the grievant a written answer not more than fifteen (15) working days after receiving the written appeal, with a copy provided to the County Human Resources Director. The answer of the governing authority will be final.