

<b>Name:</b>		<b>Department/Division:</b>			
<b>Job Classification:</b>		<b>Date of Incident Causing Grievance:</b>			
<b>Home Address:</b>		<b>Phone Number:</b>			
<b>GRIEVANCE</b>	<b>Details:</b> <i>(Attach Additional Pages If Necessary)</i>				
	<b>Violation(s):</b> <i>List any Policies, Procedures, or Guidelines You Believe Have Been Violated</i>		<b>Remedy Sought:</b>		
	<b>Employee Signature:</b>	<b>Submitted to:</b>	<b>Date Submitted:</b>		
<b>STEP 1</b>	<b>First Level Supervisor's Decision:</b> <i>(Attach Additional Pages If Necessary)</i>		<b>Time Extension Agreed Upon Thru (Date):</b>	<b>1/L Supv Initials:</b>	<b>Employee Initials:</b>
			<b>Date Decision was Given:</b>		<b>1/L Supervisor's Signature:</b>
			I <input type="checkbox"/> Accept / <input type="checkbox"/> Appeal this decision		
			<b>Employee's Signature:</b>		<b>Date:</b>
<b>STEP 2</b>	<b>Second Level Supervisor's Decision:</b> <i>(Attach Additional Pages If Necessary)</i>		<b>Time Extension Agreed Upon Thru (Date):</b>	<b>2/L Supv Initials:</b>	<b>Employee Initials:</b>
			<b>Date Decision was Given:</b>		<b>2/L Supervisor's Signature:</b>
			I <input type="checkbox"/> Accept / <input type="checkbox"/> Appeal this decision		
			<b>Employee's Signature:</b>		<b>Date:</b>
<b>STEP 3</b>	<b>Division Head's Decision:</b> <i>(Attach Additional Pages If Necessary)</i>		<b>Time Extension Agreed Upon Thru (Date):</b>	<b>Div Head Initials:</b>	<b>Employee Initials:</b>
			<b>Date Decision was Given:</b>		<b>Division Head's Signature:</b>
			I <input type="checkbox"/> Accept / <input type="checkbox"/> Appeal this decision		
			<b>Employee's Signature:</b>		<b>Date:</b>
<b>STEP 4</b>	<b>Department Head's Decision:</b> <i>(Attach Additional Pages If Necessary)</i>		<b>Time Extension Agreed Upon Thru (Date):</b>	<b>Dept Head Initials:</b>	<b>Employee Initials:</b>
			<b>Date Decision was Given:</b>		<b>Dept Head's Signature:</b>
			I <input type="checkbox"/> Accept / <input type="checkbox"/> Appeal this decision		
			<b>Employee's Signature:</b>		<b>Date:</b>

The procedure outlined below is general in nature and employees should consult [Personnel Manual, Index Code K-1](#), or the appropriate [Memorandum of Understanding](#) for exact right and time limits.

**As an employee, you may:**

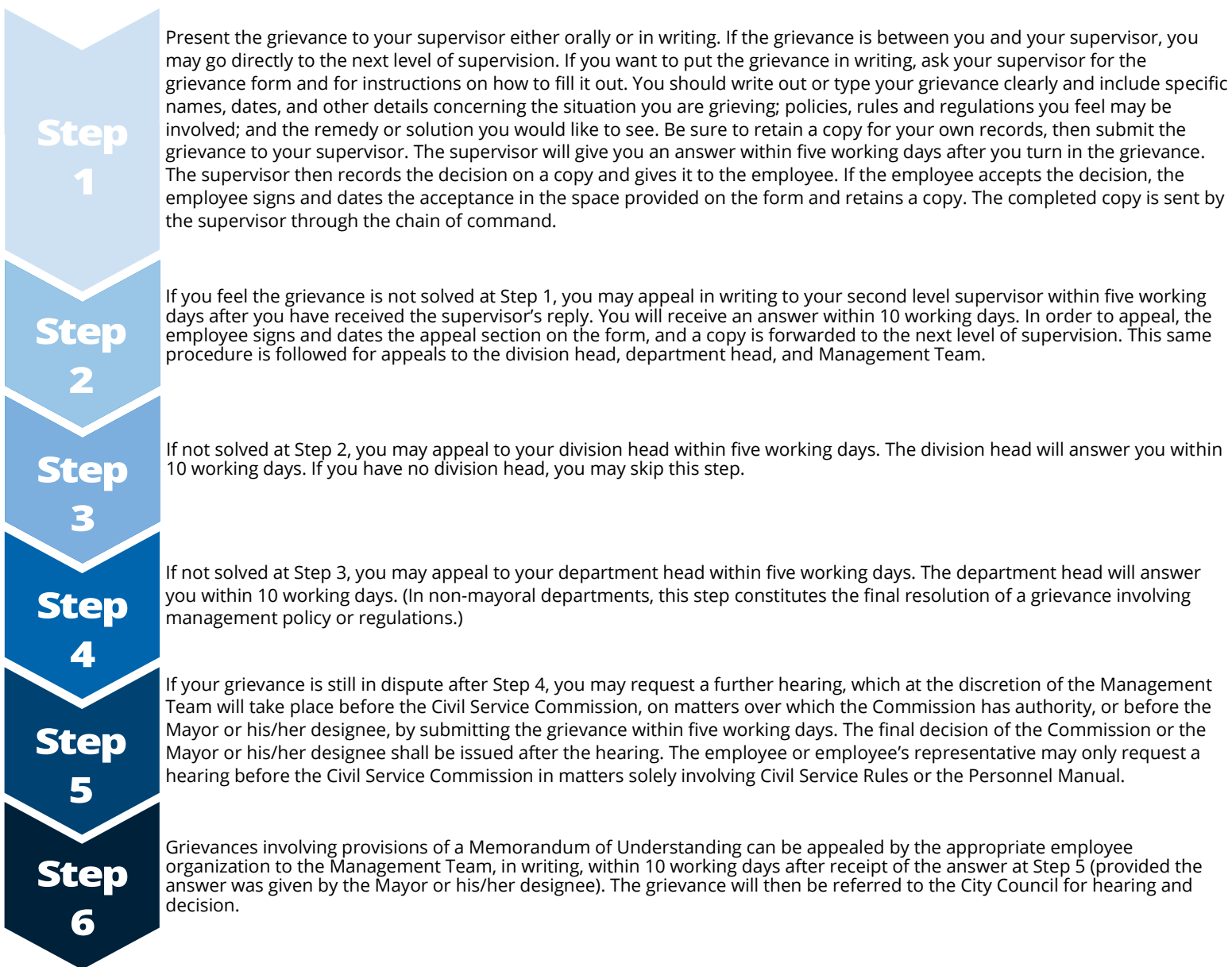
1. Originate a grievance without fear of reprisal and regardless of your membership or non-membership in an employee organization;
2. Solve grievances informally with your immediate supervisor;
3. Represent yourself or select another City employee and/or one non-City employee to represent you; you are responsible for ensuring your representative is present at scheduled meetings at each step in the procedure;
4. Withdraw or stop the grievance at any step in the procedure;
5. Attend a grievance meeting on City time without losing pay (and your representative, if a City employee, may also attend without losing pay). However, employees will not be eligible for overtime as a result of attending a meeting.

**What is a Grievance?**

A grievance is a claim or charge of misunderstanding, a difference in interpretation, or a violation of provisions of the Civil Service Rules, the Personnel Manual, management policy, or regulations including but not limited to Administrative and Department Regulations or a Memorandum of Understanding, which affect wages, hours, or other terms and conditions of employment.

**When must a grievance be filed?**

You must file your grievance with your immediate supervisor within 10 working days after the incident which causes your complaint. (In the case of 56-hour employees within the Fire Fighter Unit, each 24-hour shift equals two working days.)



**Can time limits be extended?**

The time limits may be extended if both you and the person reviewing the grievance at that step agree by initialing in the space provided on the form. If any grievance is not appealed within the time limits or extensions, it will be considered settled on the basis of the last answer you received and cannot be further appealed.

**What if I have more questions about what to do?**

- You may:
1. Ask your supervisor for assistance.
  2. Get a copy of Personnel Manual Section K-1 from your supervisor or payroll clerk, or a copy of the M.O.U. for your unit from your supervisor.
  3. Call (619) 236-6400 (Personnel Department).
  4. Ask your employee organization representative or steward.