

SUMMARY OF THE GRIEVANCE PROCEDURE

(NOTE: Employees are referred to Rule 7 of the Rules and Regulations for details of the procedure and relevant time frames)

Step One: The employee will submit a Personnel Form G-1 "Employee Grievance Complaint Form" to the Appointing Authority within five (5) working days of the incident or alleged violation, and file a copy with the Personnel Board of Houston County. The Appointing Authority will within five (5) working days after receiving the Personnel Form G-1, reply to the employee by providing a Personnel Form G-2 "Response to Employee Grievance Complaint Form" to the employee and by filing a copy with the Personnel Board of Houston County.

Should the Appointing Authority fail to provide the employee a written answer within the allotted time frame, the employee may proceed to the next step and complete a Personnel Form G-3 "Employee Appeal for Personnel Board Hearing Form," requesting a Personnel Board Hearing. In this instance, the form must be submitted within thirty (30) days from the date of the Personnel Form G-1.

Step Two: If the Grievant Employee is not satisfied with the Appointing Authority's response, the employee may within seven (7) days, complete and file a Personnel Form G-3 "Employee Appeal for Personnel Board Hearing" with the Personnel Board of Houston County. The Personnel Board will notify the Appointing Authority and employee of the date, time and place of the hearing.

In no event will the following topics constitute grounds for a grievance or be admitted for adjustment under this rule:

- (a)** To resolve differences between/among employees of like rank
- (b)** Behavior where no possibility of public humiliation existed
- (c)** Loss or absence of premium pay or pay reductions which are part of a general County plan to reduce salaries or wages as an economic measure, when such measures are prorated to all employees.
- (d)** For an oral and/or written reprimand or informal performance evaluation, where the employee disagrees with the contents of an oral or written reprimand or evaluation, unless the employee has filed with the Appointing Authority a written reply to such reprimand or evaluation in writing on Personnel Form G-1 within five (5) working days.
- (e)** Assignment related matters such as changes in duties within a class, off-days, shift and vacation scheduling, except those assignments, which are alleged to be disciplinary. The mere allegation of assignment with a punitive motive shall not be sufficient to allow adjustment under this rule. The employee shall provide a reasonable basis for making such allegation, including a summary of the information that would be offered in support of such charge.
- (f)** Matters relating to established departmental policy and Rules, and accepted management practice that are applied consistently to all employees, and for which there exists no conflict with Personnel Board Rules and Regulations and the Law.

QUESTIONS?

Contact the Houston County Personnel Department at 677-4777.