

## **Rights to Grieve**

As uniformed staff of all ranks and sections we are often held to the fire when in violation of policy and procedure. It's your working right to grieve any violations of Civil Service or of your Collective Bargaining Agreement to hold those in violation accountable. The Collective Bargaining Agreement supersedes Civil Service. Any alleged violations of the Collective Bargaining Agreement may be grieved by any person or persons. (Note: Any personal grievances alleging violations to policy and procedure or discrimination based on race, creed, color, national origin, religion, age, sex/gender, sexual harassment, or disability under federal or state law shall be pursued as stated in Chapter 10 of the Civil Service Rules, Grievance System Procedures.) Regardless of type of Grievance, DSABC can assist all members with writing the grievance.

### **Step 1 Initiation of Grievance**

Submit Grievance in writing within 30 calendar days from date of incident or date the officer knew of the dispute to the Association Grievance Committee on the appropriate form provided in the collective bargaining contract. Grievance Committee will then notify the sheriff or her designee of a Grievance. The Grievance Committee will then evaluate the Grievance to determine if there is a violation of the contract. If no violation exist then no further action is taken. If a valid grievance is determined then it goes to Step 2.

### **Step 2 Grievance Committee Determination**

The sheriff or her designee will receive the Grievance within 5 calendar days of the Committee's decision. The sheriff or her designee shall provide a written response within 21 calendar days after receipt of the grievance.

### **Step 3 Meet and Confer**

If Grievance has yet to be settled then either party has up to 14 calendar days to schedule a meeting within 30 calendar days to resolve the grievance.

### **Step 4 Request for Arbitration**

If parties cannot resolve the Grievance after Meet and Confer the Grievance Committee will request arbitration within 7 calendar days.