

## BOX ELDER COUNTY PERSONNEL POLICIES AND PROCEDURES

<b>6.</b>	<b>GRIEVANCE PROCEDURE</b>
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### 6-1. General Policy

It is the County's policy to address employees' grievances promptly and fairly. A grievance is defined as a complaint made by an employee of a decision or action taken by the County that affects an employee's working conditions, except disciplinary actions. Any employee who is aggrieved by an action related to working conditions that cannot be resolved through informal discussions with the immediate supervisor, may file a written grievance in a reasonable and timely manner. All employees have the right to file a grievance.

Disciplinary action appeals shall be handled consistent with the employee Discipline Policy, Section 5.

### 6-2. Steps In The Procedure

1. The employee shall present the written grievance to their immediate supervisor. The grievance should include at a minimum, the date, description of the decision or action in question, and the remedy or relief sought. The employee's immediate supervisor shall issue a written response detailing the decision and including a copy of this policy, within ten (10) business days of receipt of the grievance.
2. If the employee is not satisfied with the response of the immediate supervisor, the employee may submit a written grievance to their department head within ten (10) days of the immediate supervisor's response. The department head or supervising commissioner shall respond to the employee's grievance in writing, detailing the decision and including a copy of this policy, within ten (10) business days of receipt of the grievance. Whether a follow-up discussion or hearing is necessary shall be at the discretion of the department head or supervising commissioner.
3. If the employee is not satisfied with the response of the department head or supervising commissioner, the employee may submit a written request to the Board of Commissioners within ten (10) business days of receipt of the department head's response. The Board of Commissioners or designee shall respond to the employee's grievance in writing, detailing the decision, within ten (10) business days of receipt of the grievance. Whether a follow-up discussion or hearing is necessary shall be at the discretion of the Board of Commissioners. The decision of the Board of Commissioners is final and unappealable.

**6-3. Representation**

An employee may not be represented at any Step One grievance discussion with the supervisor. The employee, at their own expense, may be represented by legal or other counsel at any Step Two or Step Three discussion, subject to notifying the department head, supervising commissioner, Board of Commissioners, or Board of Commissioner's designee prior to the discussion. The representative may serve as a support and observer of the discussion, but may not present the employee's grievance or case.

**6-4. Documentation**

At all steps of the process, the responding supervisor must forward copies of all grievances and responses to the Human Resources Department for filing. Documentation related to a grievance, including responses, shall not be placed in the employee's personnel file.