

Truckee-Donner Recreation and Park District Policy Handbook

POLICY TITLE: Grievance Procedure
POLICY NUMBER: 225

225.10 This policy shall apply to all employees.

225.11 Grievance Procedure Steps.

Any employee may follow the District's grievance procedure, which is a plan for establishing an orderly, timely and equitable system for identifying, discussing and resolving employee work-related problems. If an employee has been terminated or suspended for more than five days, the employee may go directly to the Fourth Step.

First Step: A grievance shall be initiated by delivering to the immediate supervisor a written statement outlining the dispute. The statement need not be in any particular form, however, a form is provided by the District (attached hereto as Appendix "A"). A sincere attempt shall be made to adjust all grievances on an informal basis between the employee and/or his/her designated representative and his/her supervisor in the employee's chain of command.

Second Step: If the grievance is not satisfactorily resolved within five working days after it is initiated, the grievance may be submitted in writing to a Division Superintendent other than his/her immediate supervisor within ten working days after the grievance is initiated. The Division Superintendent shall meet with the employee and/or his/her designated representative within five working days after submission of the grievance. Upon obtaining the General Manager's approval, the Division Superintendent shall deliver a written response to the employee or his/her designated representative within five working days after meeting with the employee.

Third Step: If the grievance is not satisfactorily resolved in the second step, it shall be submitted in writing to the General Manager within five working days after the Division Superintendent's response is delivered. The General Manager shall meet with the employee and/or his/her designated representative within five working days after submission of the grievance to the General Manager. The General Manager shall deliver his answer in writing to the employee and/or his/her designated representative within five working days after said meeting.

Fourth Step: If the grievance is not satisfactorily resolved in the third step, the employee and/or his/her designated representative may, within five days of receipt of the General Manager's answer, request an executive session hearing with the Board of Directors. Such hearing shall be granted at the next regularly scheduled Board of Directors meeting after the request is made. The hearing

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shall be informal, unless the termination of an employee, or the suspension of an employee for more than five days is involved, in which case the following rules shall apply:

- i. The hearing shall be tape recorded or transcribed.
- ii. Oral evidence shall be taken on oath or affirmation.
- iii. Each party shall have the right to call and examine Witnesses, to introduce exhibits and to cross-examine opposing witnesses.
- iv. The hearing shall not be conducted according to technical rules of evidence. Any relevant evidence shall be admitted. Hearsay evidence may be used to supplement or explain other evidence, but shall not be sufficient in itself to support a finding.
- v. The Board of Directors shall issue a written determination concerning the grievance within three days from the date of the hearing. The Board of Directors may deliberate in closed session, with counsel, and with any District management representative that they select. The decision need not contain any factual findings. The hearing shall be deemed complete when the decision is issued. A copy of the decision shall be delivered to the employee personally or sent by first-class mail.

The initiation of a grievance in good faith by an employee shall not cast any reflection upon his/her standing with his/her superiors, nor upon his/her loyalty to the District. Initiation of a grievance shall not be a reflection upon the employee's supervisor or the division involved. Any employee utilizing the grievance procedure shall be guaranteed freedom from reprisal.