

Grievances

313.1 PURPOSE AND SCOPE

It is the policy of this department that all grievances be handled fairly and without undue delay. Our department's philosophy is to promote open communication between employees, supervisors, and management without fear of reprisal. This policy applies to all represented employees.

313.1.1 DEFINITION

Definition related to this policy includes:

Grievance - Subject of a written request or complaint which has not been settled as a result of a discussion with the immediate supervisor, initiated by an employee or group of employees concerning the application or interpretation of the specific terms and conditions set forth in the applicable Memorandum of Understanding (MOU), ordinances, rules, regulations, or policies concerning wages, hours, and other terms and conditions of employment.

313.2 AUTHORITY AND REFERENCES

- Executive Committee;
- Memorandums of Understanding (MOU).

313.3 POLICY

All grievances shall be processed in accordance with the established grievance procedure outlined in the current applicable MOU. No employee shall be disciplined, penalized, restrained, or otherwise prejudiced for exercising the grievance procedures.

313.4 PROCEDURE

If an employee believes that he or she has a grievance as defined above, then that employee shall observe the grievance procedure outlined in the current applicable MOU. Employees should refer to the current applicable MOU for matters excluded from the grievance procedure. Memorandums of Understanding are available on the County of Riverside Human Resources website at: <http://www.rc-hr.com/HR-Services/Employee-Relations/MOUs-Resolutions-and-Ordinances>.

313.5 EMPLOYEE REPRESENTATION

Employees are entitled to have representation during the grievance process. The employee may be represented by the appropriate employee bargaining group.

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Policy Manual

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Attachments: None