

# Salt Lake County Human Resources Policy 3-500: Grievance Procedure

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## Purpose

This policy provides an equitable method of administering and resolving merit employee grievances. This policy is designed to resolve grievances in a fair and efficient manner at the lowest level possible.

## I. Policy

It is the policy of Salt Lake County to provide administrative remedies for merit employees to file grievances in an environment free from harassment, discrimination or retaliation. Disciplinary grievances for Sheriff's Office sworn employees are covered under Sheriff's Office Policies and Procedures.

## II. Procedures

### A. Grievance Rights and Restrictions

1. A merit employee may grieve written warnings, overall ratings below 3 in an annual performance appraisal, irregularities in the furlough process, irregularities in the reduction-in-force (RIF) process, suspensions without pay, demotions, disciplinary transfers, extensions of probation, and termination.
2. The Career Service Council may hear grievance appeals not resolved at a lower level regarding suspension without pay, disciplinary transfer, demotion, and termination.
3. Agencies will contact the Human Resources Division upon initiation of any grievance proceeding listed under this policy section II-A-2.
4. Agencies will provide the Human Resources Division copies of all disciplinary notices and decisions.
  - i. If the disciplinary action is set aside, the agency will notify the Human Resources Division and the Human Resources Division will remove the prior disciplinary notice from the employee's official personnel file.

### B. In a grievance procedure an employee may:

1. seek counsel or advice from the Human Resources Employee Relations/Equal Employment Opportunity (EEO) section, employee organizations, personal attorneys or a personal representative at the employee's expense;
2. obtain assistance by a personal representative to act as the employee's advocate at any level of the grievance procedure (for the matters listed under this policy section II-A-2) at the employee's expense; and
3. request approval for use of up to four work hours to prepare their grievance.

### C. Time Limits, Waivers and Filing Requirements

1. Within fourteen calendar days of a grievable event, an employee may file the [Employee Grievance form](#) with their Division Director or Administrator (Sheriff's Office employees may file with their Supervisor prior to the Division Director or Administrator; this review will follow the same procedure as the Division Director or Administrator level of review).
2. Within fourteen calendar days of the filing, the Division Director or Administrator will hear the grievance.

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3. Within fourteen calendar days of the hearing, the Division Director or Administrator will issue a written decision.
4. Within fourteen calendar days of the issuance, the employee may advance the grievance to their Department Director or Elected Official.
5. Within fourteen calendar days of the advancement, the Department Director or Elected Official will hear the grievance.
6. Within fourteen calendar days of the hearing, the Department Director or Elected Official will issue a written decision. The decision is final for all grievances except those listed under this policy section II-A-2.
7. Within fourteen calendar days of the issuance, an employee may file [the Request for Appeal Hearing](#) form with the Career Service Council (or Peace Officer Merit Commission if appropriate).
8. Career Service Council appeals will be conducted according to the Career Service Council's [Guidelines and Operating Procedures](#) (Peace Officer Merit Commission appeals will be conducted according to the Peace Officer Merit Commission's [Policies and Procedures](#)).
9. An employee's failure to initiate or advance a grievance within the time limits or failure to timely respond to a grievance proceeding constitutes a waiver of grievance rights. The grievance is considered settled based on the decision made at the last level of review.
10. Failure to hear the grievance within the time limits permits an employee to advance the grievance to the next level of review.
11. The Department Director or Elected Official may waive a lower level of review by notifying the employee in writing.
12. The parties may waive or extend any of the time limits by written agreement.

### **III. References**

- A. County Personnel Management Act, [Utah Code 17.33](#) et seq.
- B. Career Service Council - Powers and Duties, Salt Lake County Code of Ordinances, 2.80.30
- C. Career Service Council's Guidelines and Operating Procedures
- D. Human Resources Policy:
  1. 1-200, General Definitions
  2. 3-400, Discipline
  3. 6-100, Performance, Development and Improvement Plans