I. POLICY

In an effort to standardize our methods of processing employee/union grievances, the following procedure is to be followed by all supervisors and department heads. Article VII—Grievance Procedure of the City of Kenosha and Local #71, AFSCME AFL-CIO governs the civilian employee grievance procedure.

II. PROCEDURE

1. STEP ONE: The aggrieved employee shall present the grievance orally to his/her steward. The steward and the aggrieved shall attempt to resolve the grievance with the immediate supervisor. Higher level supervisors may be called into the discussion. If it is not resolved in two (2) working days at this level the grievance shall be put in writing, the supervisor shall note his/her position on the grievance form, and it may processed as outlined in step 2.

2. STEP 2: The grievance shall be presented by the steward and/or other Union representative to the Department Head within five (5) working days of Step 1. The Department Head shall hear the grievance within five (5) working days and shall note his/her position on the grievance form within five (5) working days. A copy of the grievance is to be sent to the Personnel Office by the Department Head.

3. If a hearing on the grievance is held by the department head, a representative of the Personnel Office should be invited. If no hearing is held, the department head should consult with the Personnel Office before responding to the grievance. The decision of the department head must be put in writing with copies going to both the grievant and the Personnel Office.

At each step in the grievance procedure, the grievant is allowed union representation as specified in the appropriate contract. For each of the bargaining units the provision are as follows:

AFSCME, LOCAL 71

The aggrieved may be present in all steps of the grievance procedure.

Grievant(s) and two (2) union representatives at each step.

Supervisors are cautioned not to permit any more on duty employees than provided for in various agreements.

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DANIEL C. WADE, CHIEF OF POLICE