

GRIEVANCE PROCEDURE

Introduction

A Fire District employee who has a grievance or complaint concerning discipline or any other term or condition of his/her employment may use this grievance procedure in an effort to resolve the issue.

Procedure

Step 1: An employee can initiate a grievance by submitting it in writing to his/her Captain within five days of the event or occurrence giving rise to the grievance. The Captain will meet with the employee within ten days of the filing of the grievance to discuss it. The Captain will provide a written disposition of the grievance within five days after the meeting.

Step 2: If the grievance is not satisfactorily resolved by the Captain, the employee may advance it to the next step by submitting the grievance to an Assistant Chief. The Assistant Chief will meet with the employee within ten days of receipt of the grievance to discuss it. The Assistant Chief will provide a written disposition of the grievance within five days after the meeting.

Step 3: If the grievance is not satisfactorily resolved by the Assistant Chief, the employee may advance it to the next step by submitting the grievance to the Fire Chief. The Fire Chief will meet with the employee within ten days of receipt of the grievance to discuss it. The Fire Chief will provide a written disposition of the grievance within five days after the meeting.

Step 4: If the grievance is not satisfactorily resolved by the Fire Chief, the employee may advance it to the next step by submitting the grievance to the Fire District Board of Trustees. The Trustees will meet with the employee to discuss the grievance at the earliest practicable opportunity, which ordinarily will be no later than the next regularly scheduled Trustees' meeting. The Trustees will provide a written disposition of the grievance within ten days after the meeting and such disposition shall be final and binding.

If the grievance is based on some action taken by the Fire Chief, the grievance shall be initiated with the Fire Chief. If not satisfactorily resolved by the Chief, the employee may advance it to the next step in accordance with Step 4, above.