



Jefferson County Emergency Services Agency Administrative Policy

AP 1220

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Grievances

Board Approval: *R M Kelly, Chairman*

Date: 4/26/16

Purpose

It is the policy of JCESA to treat all employees fairly and equitably in matters affecting their employment with the Agency. The purpose of this policy is to afford employees the opportunity to appeal eligible actions by the Director or by eligible actions by other management and appealed to the Director without satisfactory resolution.

Eligible Action

The following actions are eligible for the grievance process IF the Director is unable to produce a satisfactory resolution or the Director is the subject of the complaint.:

- Any alleged violation of policy 1040
- Any alleged violation of policy 1450
- Disciplinary action that includes loss of time, wages, and/or termination

Process

An employee who feels he or she has been unjustly aggrieved may submit in writing a request to be heard by the JCESA Grievance Review Board. The request must be received within ten (10) working days of the aggrieving action.

The JCESA Employee Grievance Review Board shall consist of one member of the JCESA and two other designated Jefferson County Citizens.

A hearing request must be submitted by an employee to the Director who shall notify the Review Board of the hearing request. The Review Board will schedule a hearing within fifteen (15) business days of the employee's written request.

The Review Board shall have the right of access to any files, correspondence, etc. pertinent to the employee hearing.

After completion of the hearing, the Review Board will have fifteen (15) business days to render a final determination. Affected employees will be provided notification in writing of all decisions and suggestions made by the Review Board.

If an employee, Director, or board member is not satisfied with the decision of the board, he/she may pursue any legal remedy that may be available to the employee at the employee's expense.