



Greenwood County

Policies and Procedures

Title: Grievance Procedure	Number: 7.30	Page: 1 of 3
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This policy supersedes any and all previous policies governing the grievance procedure for employees of Greenwood County.		

1.0 STATEMENT OF POLICY

The County desires to provide a prompt, orderly and fair response when an employee feels that he or she has been subjected to unfair, discriminatory or abusive treatment. A uniform policy to govern the grievance procedure is hereby established.

2.0 POLICY AND PROCEDURE

A. Grievances and Grievable Matters

1. An employee may submit a grievance, defined for the purpose of this policy as a formal challenge by the employee to a personnel action, upon the occurrence of one of the following grievable matters:

- a. Disciplinary action which results in involuntary demotion;
- b. Disciplinary action which results in a suspension of more than three (3) work days;
- c. Discharge or termination of employment, not to include the following:
 - i. Termination of employment due to abandonment of position, meaning absence from work for three consecutive days without notice to and permission from an employee's supervisor, and;
 - ii. Termination of employment due to the elimination of a position, unless the employee alleges inequity in the said elimination;
- d. Involuntary transfer resulting in loss of pay.

2. Compensation shall not be a grievable matter, except where the employee alleges inequity in compensation within a department.

3. The employee shall be entitled to such time away from his job duties as may be necessary and reasonable for the presentation and processing of the grievance, including appeal, without loss of pay, paid vacation leave, or other credits.

B. Grievance committee

1. The county manager shall appoint, subject to the approval of the county council, a committee composed of five members, to be known as the grievance committee. The committee shall be appointed so that it will produce a cross section of the county's employees. The committee members shall serve terms of office of three years, except that, of the members initially appointed, one shall serve for one year, two shall serve for two years, and two shall serve for three years. Positions which become vacant shall be filled on an interim basis for the remainder of the unexpired term.

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2. The committee shall annually select a chairman from among its own members. The chairman shall serve as the presiding officer at all meetings unless he designates another committee member to act in his absence.

3. Whenever a grievance comes before the committee initiated by or involving an employee of a department of which a committee member is also an employee, such member shall be disqualified from participating in the hearing.

4. A quorum shall consist of at least three members, and no hearing shall be held without a quorum.

5. The presiding officer will have control of the proceedings. He shall take whatever action is necessary to ensure an equitable, orderly and expeditious hearing. Parties shall abide by his decisions, except when a committee member objects to a decision to accept evidence, in which case the majority vote of the committee will govern.

6. The committee shall have the authority to call for files, records and papers pertinent to any investigation, to determine the order of the testimony and the appearance of witnesses, to call additional witnesses, and to secure the services of a recording secretary.

7. All grievance appeals and decisions must be in writing and issued within the prescribed time limits.

8. Personnel under the direction of an elected official or an official appointed by an authority other than the County Council, including the sworn officers of the Sheriff's Office, are not subject to the rules of grievance described in this article. All recourse in these cases shall lie with the elected or appointed official.

C. Grievance procedure

1. If any employee bearing regular status has a complaint which cannot be resolved through the normal process of informal discussion, the employee must notify his or her department head in writing within thirty (30) working days of notice of the grievable action that he or she wishes to present a formal grievance.

2. The department head, without delay, shall schedule a hearing with the employee.

3. The employee shall provide in writing the grievance, and shall also have an opportunity to present his case in person at the aforesaid hearing.

4. The department head shall conduct whatever investigations and fact finding he or she may consider necessary.

5. The employee will be advised of the department head's decision in writing within five (5) working days after the hearing.

6. If the employee is not satisfied with the decision reached by the department head, the employee may, within five (5) workdays after receipt of such decision, present the grievance in writing to the Chairman of the Grievance Committee.

7. The Committee Chairman shall, within three (3) working days after receipt of the grievance, notify the Grievance Committee and schedule a hearing.

8. The Committee shall conduct such investigations and fact finding as may be necessary and will give its written decision to the County Manager within ten (10) working days after the hearing.

9. If the employee remains unsatisfied with the decision reached by the Grievance Committee, the employee may, within five (5) days after receipt of such decision, present the grievance in writing to the County Manager.

10. The County Manager, without delay, shall schedule a hearing with the employee.

11. The employee shall have another opportunity to present his case in person to the County Manager.

12. The County Manager shall conduct whatever additional investigations and fact finding he or she may consider necessary.

13. If the County Manager approves the Committee's decision, the decision of the Committee shall be final and shall be transmitted to the employee and the employing department.

14. If, however, the County Manager rejects the decision of the Committee, he or she shall make his or her own written decision without further hearing, and that written decision shall be final.

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15. Copies of the written decision shall be transmitted to the employee, the employing department, and the Human Resources Department within thirty (30) working days after the receipt of the final decision.

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