



Pine-Strawberry Fire District

Employment Relations

3.10

Subject: Grievance Rights and Procedures

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Board Chair Signature & Date:  **4/17/2025**

I. POLICY:

It is the policy of Pine-Strawberry Fire District (PSFD) to encourage open and honest communication to avoid or resolve workplace conflict, misunderstandings, unfair working conditions, or issues, and where informal resolution is not successful, to provide a means for formal consideration and timely resolution through the Chain of Command and management.

II. PURPOSE:

To provide a procedure for members to bring grievances regarding workplace conflicts or inequitable work practices, not covered as legally protected classifications to the attention of supervision and management for careful consideration and prompt resolution.

III. SCOPE:

- A. This policy applies to all members who have completed their initial probationary period.
 - 1. However, all members, including initial probationary members, have the right to file a complaint regarding legally protected harassment or discrimination through procedures established elsewhere in policy.

IV. DEFINITIONS:

- A. A grievance is defined as working conditions or the application of a policy, not based on legally protected classifications, that the member perceives as being unjust or inequitable.

V. GUIDELINES:

- A. The grievance policy shall not apply to the following circumstances:
 - 1. Appeals of disciplinary action (covered in Policy 3.9 Disciplinary Appeal Procedure) or other forms of legally protected discrimination or harassment (covered elsewhere in policy).
 - 2. Matters on which the District does not have the authority to act.
 - 3. Policies or resolutions as adopted by the PSFD Board.
 - 4. Position classification, job description, and shift or station assignment.
 - 5. Terms and conditions of employment, benefits, or salary structure.
 - 6. Performance evaluation that meets or exceeds standards.
- B. When a grievance involves a member's immediate supervisor, the grievance shall be presented to the next level of supervision after attempting a verbal resolution.
- C. In the event a member has a grievance involving the Fire Chief, the member will submit their written grievance to the PSFD Board Chair.
 - 1. The Board shall consider the matter and make a final determination.
 - 2. The Board has the option to use any resource to review the matter to reach a resolution.
 - 3. The decision by the Board shall be final and binding.
- D. Members who have filed a grievance in good faith shall not be subject to reprisal.
 - 1. Members filing a grievance with malicious intent will be subject to disciplinary action.
- E. The Fire Chief shall be apprised of any grievance that is not resolved after the initial discussion with a member's supervisor.
- F. A member filing a grievance must follow the chain of command.
 - 1. Nothing in this policy shall be construed as interfering with the Fire Chief's open-door policy.
 - 2. Grievance decisions shall not interfere with the member's assigned duties.

VI. PROCEDURE:

- A. Members are encouraged to discuss the concerns with the parties involved, to informally resolve any issues at the lowest level possible.
 - 1. Step One: If the member still has unresolved concerns, a written grievance may be filed with the aggrieved member's immediate supervisor.
 - 2. The supervisor receiving the grievance will be responsible for handling it as an important business matter, making every effort to arrive at a prompt, equitable solution.
 - 3. The supervisor shall document any conclusions, solutions, or unresolved problems in writing and shall use best efforts to respond to the aggrieved member within 2 shifts (or 4 workdays for non-shift members) of receipt of the grievance in the absence of extenuating circumstances.
- B. Step Two: If the member does not feel that the grievance has been satisfactorily resolved after completing Step One, they have the option, within 2 shifts (or 4 workdays for non-shift members), of taking the grievance forward to the Fire Chief.
 - 1. The member(s) must give written notification to both the Fire Chief and their supervisor of the intent to proceed with the grievance.
 - 2. The supervisor shall forward all documentation from the grievance process to the Fire Chief for review.
 - 3. The Fire Chief shall review the matter, make a determination, and notify the member(s) of a decision within 5 business days.
 - 4. Decisions by the Fire Chief shall be final and binding.