



GRIEVANCE PROCEDURES

SCOPE

This guideline shall apply to all members of the Stoney Point Fire Department and shall be adhered to by all members.

PURPOSE

To establish the grievance procedures to be utilized by members of Stoney Point Fire Department.

DEFINITIONS

Grievance - real or imagined wrong or other cause for complaint or protest, especially unfair treatment

Guideline - a general rule, principle, outline of a policy

Member – any career, volunteer, staff, and auxiliary personnel affiliated with the department

Shall - indicates a mandatory requirement

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GUIDELINE

Stoney Point Fire Department adheres to all local, state, and federal law in regard to employment practices. Therefore, the department manages an employment practices review procedure that provides an adequate and fair system for considering matters of concern for members and employees. This procedure is a management tool that does not apply any additional rights to the member or employee, it does however, monitor and review the appropriateness of personnel related actions. Additionally, the procedure complies with applicable due process standards of existing local, state, or federal law. Stoney Point Fire Department paid staff are “at will” employees that are subject to termination without notice by the Fire Chief, in compliance with local, state, and federal employment practices.

Policy Coverage

Every member or employee shall have the right to present an Employment Practice Review Request in accordance with these procedures, with or without representation, free of interference or coercion, restraint, discrimination, or punishment. This procedure applies to all members that are subject to supervision and regulation by the Fire Chief. A grievance may be filed for review of any matter of concern or dissatisfaction arising from working conditions that are subject to the control of the Fire Chief.



Grievance Procedure

All Employment Practices Review Requests shall concisely state the basis for the request (discrimination, safety, unfair practices, etc.). The following procedure shall be followed for the filing of any grievance for review by the Employment Practices Review:

- Member shall file a written Employment Practice Review Request
 - with the immediate supervisor, or the Fire Chief
 - within 30 days of the aggrieved incident
 - supervisor shall meet with the member within 5 days to attempt an informal resolution to the grievance
 - supervisor shall file a written decision within 5 days if unable to resolve issue informally
- If member is dissatisfied with the response by the supervisor, they shall file a written Employment Practices Review Request
 - directly to the Fire Chief
 - within 5 days of the supervisor's decision
 - Fire Chief or designee shall meet with the member within 5 days of the request
 - Fire Chief or designee shall review the decision of the supervisor and make an independent determination
 - written decision based upon the merits of the request
 - within 10 days of the meeting with the member
- If member is dissatisfied with the response by the Fire Chief
 - submit a written Employment Practices Review Request to the Clerk of the Board of Directors
 - within 5 days of the Fire Chief's decision
 - Board of Directors may review the request or refuse and stop the process

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Personnel Advisory Committee

Stoney Point Fire Department shall empanel a Personnel Advisory Committee composed of 3 individuals designated by the Board of Directors. This committee shall have the responsibility to review Employment Practice Review Requests and the authority to recommend actions to the Fire Chief. The committee shall conduct a review within 15 days of the request submission to the Personnel Advisory Committee. The Personnel Advisory Committee, the aggrieved member, and any individual whose alleged conduct is the cause of the request shall have the right to call and cross-examine witnesses and offer other evidence. The chairperson of the committee, or his designee, shall submit its advisory opinion to the Fire Chief within 10 calendar days of the review.

Final Decision on the Employment Practice Review Request

Upon receiving the advisory opinion of the Personnel Advisory Committee, the Fire Chief shall inform the employee in writing, of their final decision. The final decision shall be furnished within 10 days of receipt of the recommended decision of the Personnel Advisory Committee.

Maintenance of Records

All documentation, records, and reports shall be retained by State Law and shall be held by the Clerk to the Board of Directors.

Other Remedies Preserved

The existence of the Employment Practice Review procedure does not preclude any individual from pursuing any other remedies available under existing local, state, or federal law.

References

Stoney Point Fire Department By Laws
Making an Employment Decision (U.S. EEOC)
Grievance Procedures—Risk Management for Management Liability & Employment Practices (VFIS)

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