



POLICY & PROCEDURE

STURGEON BAY POLICE DEPARTMENT

SUBJECT: **GRIEVANCE PROCEDURES**

SCOPE: All Department Personnel
DISTRIBUTION: Policy & Procedure Manual

REFERENCE:

NUMBER: 2.02
ISSUED: 12/01/2015
EFFECTIVE: 01/01/2016
 RESCINDS
 AMENDS
WILEAG 4TH EDITION
STANDARDS: 2.2.1, 2.2.2
NUMBER OF PAGES: 3

INDEX AS: Grievance Procedures

PURPOSE: The purpose of this Policy & Procedure is to establish the procedures for Sturgeon Bay Police Department employees to file a written grievance.

This Policy & Procedure consists of the following numbered sections:

- I. POLICY
- II. DEFINITION
- III. PROCEDURES

I. POLICY

A. It is the policy of the Sturgeon Bay Police Department to provide employees with the opportunity to resolve their grievances with Department administration equitably and effectively, and to respond to all grievances in accordance with applicable labor agreements, state statutes and Department policy.

II. DEFINITION

A. GRIEVANCE: Is a formal complaint against the employer, in written format, usually filed by a union steward on behalf of a member of the local union.

It is typically understood as any difference arising out of the interpretation, application, administration or alleged violation of the collective bargaining agreement regarding wages, hours, working conditions, or a breach of the current labor agreement that is in effect but it can also concern violations of common law, such as workplace safety regulations or a human rights code.

III. PROCEDURES

A. Initiating a grievance – Represented Employees

1. Represented employees who disagree with an administration practice that directly impacts wages, hours or working conditions, may initiate a grievance in accordance with the procedures of their respective labor agreements.
2. The labor agreement establishes specific procedures for initiating a formal grievance to include:
 - a) Presenting or filing a grievance;
 - b) Procedural steps;
 - c) Time limitations; and
 - d) Employee representation.
3. The grievance procedure for the WPPA is outlined in Article 23 of their labor agreement.
4. The Chief of Police or the Chief's designee shall be responsible for coordinating all grievances. A copy of all grievances along with the resolutions shall be maintained in the office of the Chief of Police.

B. Initiating a grievance – Non-Represented Employees

1. Non-represented employees who disagree with an administration practice that directly impacts wages, hours or working conditions, may initiate a grievance in accordance with the procedures outlined in the City of Sturgeon Bay Manual for Non-Represented Employees.
2. The Manual establishes and outlines specific procedures for initiating a formal grievance to include:
 - a) Presenting or filing a grievance;
 - b) Procedural steps;
 - c) Time limitations and
 - d) Appeal process

3. The grievance procedure for non-represented employees is outlined in 5.10.

C. Initiating a grievance – Department and Division Heads

1. Department and Division Heads who disagree with an administration practice that directly impacts wages, hours or working conditions, may initiate a grievance in accordance with the procedures outlined in the Administrative Employee Handbook.
2. The Manual establishes and outlines specific procedures for initiating a formal grievance to include:
 - a) Presenting or filing a grievance;
 - b) Procedural steps;
 - c) Time limitations and
 - d) Appeal process
3. The grievance procedure for Department and Division Heads is outlined in 5.10 Administrative Employee Handbook.

Arleigh R. Porter
Chief of Police

This Policy & Procedure cancels and supersedes any and all written directives relative to the subject matter contained herein.

Initial 12/01/2015