

UNIFIED FIRE AUTHORITY BOARD POLICY MANUAL	
Chapter 3 <i>UFA Personnel Policies</i>	Section 17 <i>Grievances and Appeals</i>

Relevant Information: Merit employees may file a grievance up the chain of command and ultimately to the Fire Chief regarding decisions of supervisors or managers regarding matters such as discrimination or reprisal, work assignment, location, work space, work schedule, working conditions, , performance standards, verbal and written reprimands, or other decisions involving supervisory and administrative discretion by following the procedure outlined in this policy. Merit employees may appeal matters up the chain of command and ultimately to the Fire Chief relating to dismissal, demotion, reduction-in-pay, suspension, extension of merit probation, or working conditions that substantially affect an employee’s personnel status. Probationary employees may also file an appeal if they feel their merit probation period has been unduly extended. Employees who are dissatisfied with the results of an appeal to the Fire Chief on specified items may further appeal to the Merit Commission.

Policy Statement: It is the policy of the Board that UFA employees may file grievances and appeals related to their job up the chain of command, up to and including the Fire Chief. The Fire Chief will create policies that provide for the process by which such grievances and appeals can be made and adjudicated. Employees will be allowed a reasonable period of time during working hours, not to exceed four (4) hours per level of review, to prepare their case. Hearing for such grievances and appeals will be informal.

Decisions of the Fire Chief on grievances and appeals may be appealed to the Merit Commission if they regard a dismissal, demotion, reduction-in-pay, suspension, extension of merit probation, or working conditions that substantially affect an employee’s personnel status. In addition, the Merit Commission may hear concerns by merit or non-merit employees related to claims of discrimination or reprisal. The Commission has no jurisdiction to hear or decide any other personnel matters unless expressly granted to review such matters by this policy.

Appeals by job applicants or employees concerning the development, establishment, and maintenance of hiring or promotional registries, or examinations conducted in conjunction with the development of such registries, must be filed first with the Merit System Coordinator. If the employee or applicant is not satisfied at that level, he or she may file next with the Merit Commission.