

Employee Grievance Procedure

Personnel Rule 1.4

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City of Seattle

Presentation Overview

- Grievance Procedure background
- Eligibility
- Scope
- Timelines and procedures
- Other employee resolution processes
- Grievance process resources



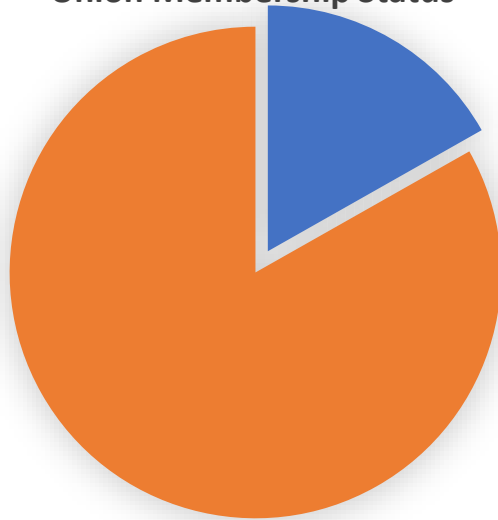
Grievance Procedure Background

- SMC provides for an employee grievance process
 - SHR Director to establish Rules
 - Intradepartmental
 - Appointing Authority makes final determination at Step 3, must provide notice to employee of appeal rights
- Personnel Rule 1.4 is the governing policy for administration of employee grievances



Grievance Procedure Background (cont.)

Civil Service Employees
Union Membership Status



■ Non-Represented 1,757 ■ Union Members 8,701

- Most represented employees opt for contract grievance process
- Most grievances filed are by non-represented employees



Eligibility to File a Grievance

Must be covered by non-public safety civil service

- Employees can learn their status by looking at hire letter, talking to their HR rep, or asking a member of CIV staff
- Union members are eligible, but must choose the contract grievance process or Personnel Rule 1.4 process, not both
- Public safety civil service employees have their own process



Scope of Grievance Jurisdiction

Employees may use the grievance process to grieve alleged violations of "Seattle Municipal Code Chapter 4.04 or Personnel Rules and any policies or procedures adopted pursuant thereto"

- Most commonly, disciplinary actions



Scope of Grievance Jurisdiction (cont.)

Employees may not grieve

- Alleged violations of a collective bargaining agreement
- Final classification or compensation decisions by the SHR Director
- Other policies outside the grievance process, such as federal or state laws not encompassed by SMC 4.04 or related Rules or policies.



Timelines and Procedures

- Employee must initiate grievance within 20 days of grievable incident
 - Calendar days
 - Grievance submission procedures depends on the step filed
- Subsequent steps – must escalate within 14 days of response

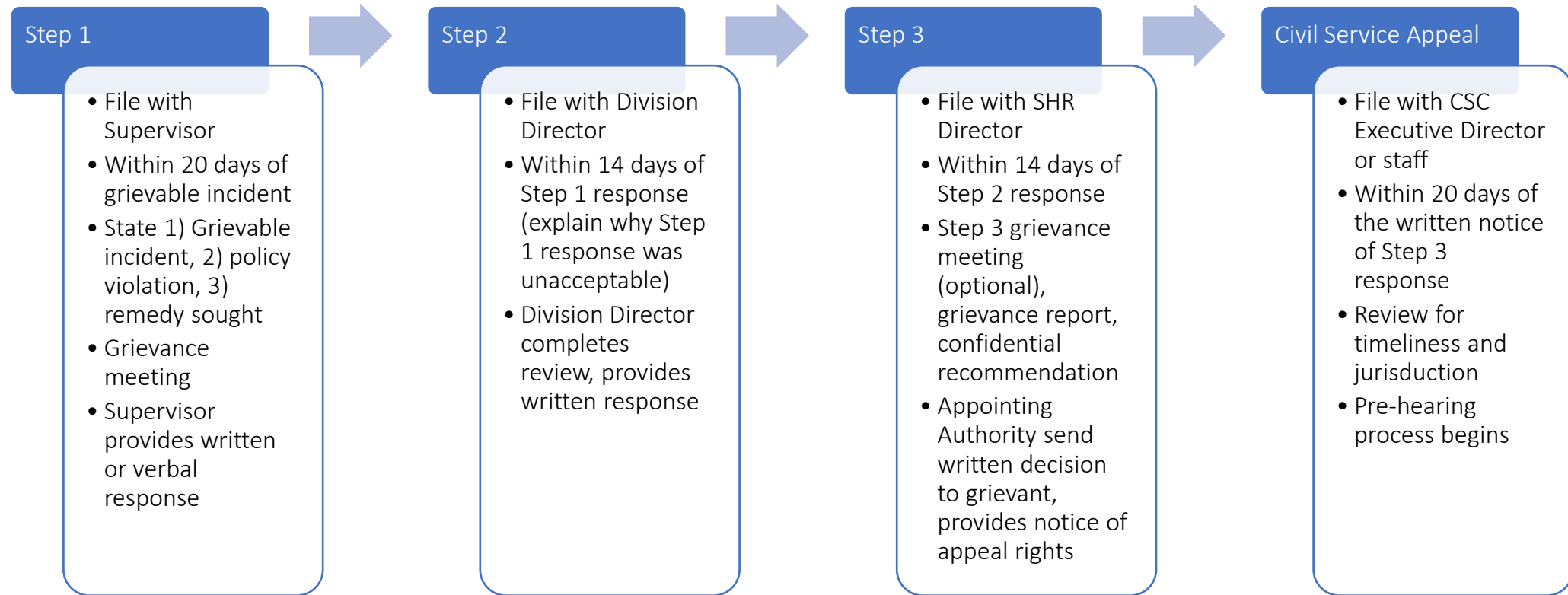


Timelines and Procedures (cont.)

- Grievable incident – specific event for which employee believes a covered Rule or law was violated
- Alleged policy violation
- Remedy – proposed resolution of grievance (what grievant would like to see happen)



Timeline and Procedures (cont.)



Timeline and Procedures (cont.)

- Employee may file at other than Step 1, but must copy individuals for steps "skipped"
 - If employee and department disagree on appropriate initial step, grievance begins at Step 1
- If department does not timely respond to a grievance step, the grievant may escalate it to the next step



Timeline and Procedures (cont.)

- Appointing Authority makes final determination of Step 3 grievance
 - Must provide notice of appeal rights and timelines to grievant
- Employee must file a notice of appeal with the Civil Service Commission within 20 days after delivery of Step 3 grievance response
- Civil Service Commission Executive Director reviews appeal to determine
 - Timeliness
 - Jurisdiction
 - Exhaustion of the grievance procedure



Grievances and Other Employee Resolution Processes

Office of Employee Ombud (OEO)	Human Resources Investigation Unit (HRIU)	Collective Bargaining
Informal dispute resolution process	Formal investigation process for alleged violations of Personnel Rule 1.1 (illegal discrimination, harassment, retaliation)	Employees may bargain mandatory and permissive subjects under RCW 41.56
Employee may utilize OEO before disposition of Step 3 decision, timelines are paused	Grievances requiring intake/ investigation by HRIU are held in abeyance until complete	Employees cannot file both a contract and Personnel Rule grievance



Grievance Procedure Resources

- Personnel Rule 1.4
- **NEW** FAQs on the grievance process, optional form for filing a grievance
- HR contact or CIV can see employee's civil service status/eligibility to file a grievance
- Contact SDHR Policy and Legislation Advisor Ireneo Bartolome with grievance process questions Ireneo.Bartolome@seattle.gov



Questions?

