

 STANISLAUS COUNTY COMMUNITY SERVICES AGENCY	Developed by/Date: Per Old DSS Manual Prior to 2002, Rev. 5/09	Page: 1 of 1	Number: 7.7
	Reviewed by/Reviewed Date: CSA Exec 7/27/09	Replaces:	Category: Administrative
Title: Grievance Procedure		Approved: 7/27/09	

Policy

 Procedure

 Guideline

Purpose

To standardize the process in which grievances are handled within Community Services Agency.

Definition

A grievance is an employee-initiated allegation that a term or condition of employment is being violated.

Procedure

Stanislaus County is an Approved Local Merit System (ALMS) county. The procedure for handling a grievance is governed by County Personnel Policies (Section XI). The County has provided a system for resolution of grievances at the lowest possible level. Informal discussion by the immediate supervisor is the first step. If not resolved, a written appeal may be submitted to the supervisor, and Department Head. A formal grievance, alleging violation of State Law, County Ordinance or Memorandum of Understanding, may be pursued beyond the Department Head level.

Equal Employment complaints should follow the same process, except that any employee alleging discrimination may also contact the Agency’s Equal Rights Officer, Kym Vieira.

The County procedure for resolving these complaints is not intended to supplant other procedures, or prohibit employees from filing complaints with the Department of Fair Employment and Housing, Equal Employment Opportunity Commission, or the courts.