

TOWN OF HERNDON - ADMINISTRATIVE REGULATIONS

EFFECTIVE DATE: July 1, 1991

FILE UNDER SECTION 1

NO. 14

REVISION DATE: July 1, 2001

SUPERSEDES: July 1, 1998

APPROVED BY: John E. Moore

SUBJECT: Hearing Procedures for Grievances

I. Purpose

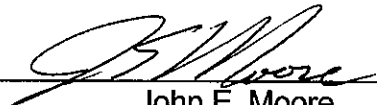
This administrative regulation shall further outline specific procedures contained in the Town Code, Chapter 54, Article IV (Grievance Procedure).

II. Procedure

Employees desiring information relating to the grievance process should contact the Human Resources Office to receive appropriate documents as well as guidance about the process.

An Employee Grievance Request Form (Attachment A) can be received from the Human Resources Office. Grievances must be filed on this official form. Employees filing a grievance will receive a receipt when they submit the Employee Grievance Request Form.

The grievance filing procedure, the qualification for panel hearing, selection of grievance panel and the conduct of panel hearing are all documented in Chapter 54 of the Town Code, Sections 54-85, 54-86, 54-87, and 54-88. The general grievance procedure is contained within these sections. With the exception of the final management step, the only persons who may normally be present in the management step meetings are the grievant, the appropriate Town official at the level at which the grievance is being heard, and appropriate witnesses for each side. Witnesses shall be present only while actually providing testimony. At the final management step, the grievant, at his option, may have present a representative of his or her choice. If the grievant is represented by legal counsel, local government likewise has the option of being represented by counsel.


John E. Moore
Town Manager



Employee Grievance Request Form

1. Name of aggrieved employee: _____

2. Department and Division to which assigned: _____

3. Employee Status: Temporary Probationary Regular Appointment

4. Nature of complaint or grievance (explain):

5. When did the incident occur? _____

6. Did you report the situation to your immediate supervisor? Yes No

When? _____

7. How did your supervisor handle your grievance?

8. Did you request your department head to consider your grievance (complaint)?

9. How did your department head handle your grievance? (Explain fully)

10. Were you notified by both your supervisor and department head of their findings and action taken? (If not, explain)

11. What action do you think will be required to correct the situation involved?

12. How could the problem or situation have avoided? (Explain)

13. Do you desire to be represented by another person or persons during a hearing?

Yes No (If answer yes, please identify)_____

14. Will you desire to present witnesses? Yes No

15. (If answer is yes, please state number of witness involved)_____

16. Have you exhausted the available administrative remedies before filing this grievance? Yes No

17. Other comments or information:

I do hereby affirm that all information provided here on is true and correct to the best of my knowledge.

Date_____ Signature_____ Grievant

Reviewed by supervisor before forwarding:

Date_____ Signature_____ Supervisor

Reviewed by department head before forwarding:

Date_____ Signature_____ Department Head



**EMPLOYEE GRIEVANCE
REQUEST FOR PANEL HEARING**

Step 4 – Request for Panel Hearing

1. Name of aggrieved employee: _____
2. Department to which assigned: _____
3. The Town Manager’s response to the Grievance Request filed on _____ is not acceptable. I am requesting a panel hearing and understand that the decision of the panel shall be final and binding and shall be consistent with the provisions of law and written policy.

Employee Signature: _____ Date: _____

Received by Town Manager: _____ Date: _____