

Iowa County, Iowa
Policy Manual

Title: Grievance Procedure	Reference #: HR030
Section: Human Resources	Date Effective/Revised: 7/1/2016
Department (s): All	Approved By: Board of Supervisors

If the provisions of any federal or state statute require that the employer or governmental body provide a grievance procedure or complaint resolution process, then the grievance procedure set forth in this section will be utilized to comply with such a requirement.

If any employee has a question about interpretation or application of County policy, alleges unjust application of discipline or alleges discrimination in any aspect of Human Resources application on the basis of non-merit factors he/she may use the following procedure for solution of such problems without fear of retaliation. Failure to comply with any of the time limits listed below shall constitute a waiver of the complaint.

The purpose of the Grievance Procedure is to ensure fair and equitable treatment for all employees, eliminate dissatisfaction, and resolve problems so that constructive work-producing relationships can be maintained for the benefit of all.

PROCEDURE

STEP ONE - INFORMAL-IMMEDIATE SUPERVISORS: The employee should first discuss the problem with his/her immediate supervisor within seven days following its occurrence, in an attempt to resolve the problem informally. If the problem is not settled to the employee's satisfaction, the following procedure should be used:

STEP TWO - THE DEPARTMENT HEAD: In the event the informal discussion fails to resolve the matter, the employee may bring the situation to the attention of his/her Department Head in writing, within five working days following the receipt of the informal response explaining the nature of the problem and the suggested solution, if he/she has one. The Department Head will investigate and provide a solution or an explanation to the employee within five working days of receipt of the grievance.

STEP THREE If the Department Head's decision does not satisfy the employee's grievance, the employee may, within 10 calendar days following receipt of the answer at Step 2, present the grievance in writing to the Iowa County Board of Supervisors or appropriate governing board. The Board shall arrange to meet within 30 calendar days following receipt of the grievance with the employee and the official against whom the grievance is filed. Within 10 calendar days following the meeting, the Board shall issue a written decision. The Board's decision shall be final and binding. This step may not be available to employees of elected officials such as Auditor, Recorder, Sheriff, Treasurer, and Attorney.