

Wood County Board of Developmental Disabilities

POLICY

Policy #: 01-ALL-ALL-0038 Subject: Grievance/Complaint
Effective Date: 01-26-89 Last Revision: 09-01-09
Person Responsible: Human Resources Coordinator

Approvals/Date: Brent Olson 12/11/17 Date Superintendent, WCBDD
[Signature] 12/11/17 Date Board President, WCBDD

The following definitions will apply:
Grievance/Complaint - Is a disagreement between an employee and management (and/or employee and employee) as to the interpretation or application of official Board policies, state civil service laws, agency rules or decisions, or other disagreements perceived to be unfair or inequitable relating to discipline, treatment or other conditions of employment. Neither probationary removals nor any other personnel action taken in matters in which employees have been afforded the opportunity for a pre-disciplinary conference as provided in the corrective action policy may be appealed through the in-house complaint/grievance procedure.
Work Rule - Refers to any operational directive of the Wood County Board of Developmental Disabilities established to implement a management policy or provision of the rules (laws) of Civil Service or the Department of Administrative Services.
Working Days - As used in this policy, will not include Saturdays, Sundays, Holidays or non-working days or days employee or management personnel are scheduled to be out of the program.
It is the policy of the Wood County Board of Developmental Disabilities to ensure that employees' questions, grievances and complaints arising from misunderstandings and the application of policies, procedures and work rules that will inevitably develop in the day-to-day activities of public service, are to be promptly heard, answered and action taken to resolve or clarify the particular situation. All employees shall have the right to file a complaint without prejudice. No employee shall be disciplined, harassed or treated in any unfair manner as a result of filing a complaint or testifying in a complaint hearing. Nothing in this policy is intended to deny employees any rights available by law to have redress their legal rights, which may include the right to appeal to the State Personnel Board of Review where that body has jurisdiction, the Ohio Civil Rights Commissions, the Equal Employment Opportunity Commission, or any court of competent jurisdiction. However, if the employee elects to file a complaint on a matter over which another appeals body has jurisdiction, it is the employee's responsibility to meet the criteria for filing with that appeals body. In lieu of this policy, the Wood County Board of Developmental Disabilities shall adopt procedural guidelines for solutions to employee grievances and/or complaints.

References: Ohio Revised Code 124:34; 124.56, SB 155

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