

**Wood County Board of and Developmental Disabilities
PROCEDURE**

Procedure #: 02-ALL-ALL-0235 (HR)
Effective Date: 01-26-89
Person Responsible: Human Resources Coordinator

Subject: Grievance/Complaint
Last Revision: 02-14-2024

Approvals/Date: Brent Chan 2-29-24 Date Superintendent, WCBDD
Julie Spurgeon 2/28/24 Date Department Director/Coordinator

The following definitions will apply:

Grievance/Complaint – A disagreement between an employee and supervisor 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 actions taken in matters in which employees have been afforded the opportunity for a meeting as provided in the corrective action policy may be appealed through the complaint/grievance procedure.

Work Rule – Refers to any operational directive of the Wood County Board of DD established to implement a management policy or provision of the rules (laws) of Civil Service.

Working Days – As used in this procedure will not include Saturdays, Sundays, Holidays, or non-working days, or days employee or management personnel are scheduled to be out of the program.

1. Grievance Procedure Regulations

- A. This grievance procedure is to be used only when normal supervisor/employee communications break down and the employee feels that proper solution to a problem has not been reached.
- B. The employee must proceed through all steps of the grievance procedure in proper order and within the prescribed time limits, except as otherwise noted.
- C. Where a grievance cites issues of law which the respondent (individual hearing the complaint) cannot address, the complaint and legal issue in question shall be forwarded to the Superintendent. All time limits set forth in this procedure shall be held in obedience until a response from the Superintendent is received.
- D. Where a group of employees desire to file a grievance involving a situation affecting each employee in the same manner, one employee selected by such group will process the complaint.
- E. A complainant shall not lose pay or benefits during normal working hours for time spent in a grievance process.
- F. The employee may terminate the grievance at any point by submitting a written statement to that effect. This statement shall be submitted to the supervisor in charge of complaint at whichever step/level of hearing/consideration the complaint has attained.
- G. Time limits may be extended by mutual agreement of the parties in writing.
- H. At all times the employee who desires to file a grievance must address his/her questions, concerns appropriately within the organizational structure and per this procedure.
- I. A "sign off" acknowledgement of review of this procedure and the policy shall be executed by each employee (at time first adopted) and thereafter by all new employees as part of orientation to employment.

2. Grievance Procedure

- A. In the event that an employee has a complaint related to a work assignment, or other work-related matter, the employee may bring the matter to his/her immediate Supervisor for resolution.
- B. If the problem is not resolved, the employee may take it to the next responsible Supervisor or Department Director.
- C. If the employee still feels the problem needs resolution, he/she may submit the problem, in writing, to the Appointing Authority. The Appointing Authority will conduct a hearing at which time the employee may present any relevant evidence to support the complaint.
- D. Finally, if the decision is not satisfactory to the employee, the written grievance with supporting documentation and copies of previous decisions may be submitted to the Board prior to the next scheduled meeting.
- E. A meeting may be held at the discretion of the Board. The Board will render a determination with copies of the decision distributed to all parties involved.

References: Ohio Revised Code 124.34, 124.56, SB 155

Forms: 03-ALL-ALL-0064

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