



# *San Diego Community College District Police Department Policy and Procedures*

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## 5.13 GRIEVANCE PROCEDURES

EFF. 10/01/19

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### **I. PURPOSE**

This Department procedure establishes guidelines for filing and processing grievances.

### **II. SCOPE**

This procedure applies to all members of the Department.

### **III. BACKGROUND**

A. Specific rules regarding policies, time limits, filing procedures, processing, and control of grievances, depending on an employee's job classification, are contained in the following:

1. Article XIX, Collective Bargaining Agreement, SDCCPOA;
2. Article XVII, Handbook, SPAA; and,
3. Article XXI, Collective Bargaining Agreement, AFT-Guild, Local 1931 – Classified Staff.

### **IV. DEFINITION**

A grievance is a claim or charge of misunderstanding, or difference in interpretation, or violation of provisions of the Civil Service Rules, the Personnel Manual, memorandums of understanding and collective bargaining agreements, or management policy or regulations including, but not limited to, administrative and Departmental regulations, which affect wages, hours, or other terms and conditions of employment.

### **V. PROCEDURES**

A. Employees should refer to the appropriate memorandum of understanding or personnel regulation for information on filing a grievance.

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- B. Upon acceptance of a satisfactory solution by the employee, or at the end of all steps, a copy of the grievance should be sent to Human Resources to be placed in the Grievance File.
  
- C. No record of a grievance will be placed in an employee's personnel file or division file. No negative employment action will be taken against any employee as a result of the use of this grievance procedure.