

341.00 GRIEVANCE PROCEDURES

341.01 Grievable Matters:

- Grievances of matters dealing with material benefits for sworn personnel:
 - Grievances on matters of material benefit covered under the Collective Bargaining Agreement between the City of Greeley and the Greeley Police Union shall conform to the provisions of Article XVI of that agreement.
 - Matters not covered under the Collective Bargaining Agreement shall conform to procedures covered under Article VIII of the City of Greeley Employee Handbook.
- Appeals on matters dealing with status:
 - Sworn personnel:
 - Appeals of disciplinary matters shall be governed by the City of Greeley Municipal Ordinance 3.16.320-350.
 - All other matters dealing with the status of the employee will be covered by City of Greeley Employee Handbook VIII.
 - All other grievances and appeals shall be governed by procedures outlined in Article VIII of the City of Greeley Employee Handbook.
 - Time limitations for filing or presenting the grievance, the procedural steps and time limitations at each step in the grievance procedure and the criteria for employee representation are delineated in the preceding documents as specified.

341.02 Management of Process: Coordination of grievances – The Office of the Chief of Police or his designee shall be responsible for the coordination of all grievance procedures. Professional Standards shall maintain records of all grievances initiated. An analysis of all grievances shall be performed at the direction of the Chief of Police to determine possible areas of concern for management study.

341.03 Procedures:

- Initial receipt of the formal grievance shall be completed by the supervisor or manager, noting time, date and his/her signature acknowledging acceptance.

GREELEY POLICE DEPARTMENT

- The accepting supervisor shall reduce to writing the facts or allegations of the grievance and forward a copy of the same to the Chief of Police and to Professional Standards.
 - Analysis of the facts and allegations;
 - An affirmation or denial of the allegations; and
 - Identifying remedies or solutions, if any, to be made.

General Order 341.00	<u>GRIEVANCE PROCEDURES</u>	Reviewed: 03/19
Authorized by Mark Jones, Police Chief		
Effective Date: March <u>21</u>, 2019		
<u> <i>Mark Jones</i> </u>	Date:	<u> March 21, 2019 </u>
Signature		