

SAN DIEGO POLICE DEPARTMENT PROCEDURE

DATE: January 15, 2016

NUMBER: 5.04 – HUMAN RESOURCES

SUBJECT: GRIEVANCE PROCEDURES

RELATED POLICY: 5.04

ORIGINATING DIVISION: HUMAN RESOURCES

NEW PROCEDURE:

PROCEDURAL CHANGE:

SUPERSEDES: DP 5.04 - 03/21/2014

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

NEW

- A. The Assistant Chief of Training and Employee Development is responsible for ensuring that grievances are processed in compliance with established policies and procedures throughout the Department.
- B. 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. Index Code K-1, Personnel Manual;
 2. Article 24, Memorandum of Understanding, SDPOA;
 3. Article 5, Memorandum of Understanding, SDMEA; and,
 4. Article 51, Memorandum of Understanding, SD Local 127.

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, 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.
- 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.