

University of Chicago Police Department

GENERAL ORDER

<i>Effective Date:</i> August 27, 2015		<i>Number:</i> GO 1009
<i>Subject:</i> Grievance Procedures		
<i>References:</i> University personnel policy, Employee Complaint Resolution Procedures (U704).		
<i>Reevaluation Date:</i> Annually		<i>No. Pages:</i> 2
<i>Amends:</i> 14 APR 2014 Version 20 JUN 2013 O.D.P.		<i>Rescinds:</i>
<i>Approved By:</i> Fountain L. Walker, Chief of Police		<i>Signature:</i> Original Signed Document on File in Accreditation Office

1009.1 PURPOSE

The purpose of this order is to define grievance procedures for UCPD employees.

1009.2 UNION EMPLOYEES

Grievance procedures for union employees will be according to the collective bargaining agreement for the employee group.

1009.3 NON-UNION EMPLOYEES

Grievance procedures for non-union employees are outlined in the University of Chicago personnel policy entitled "Employee Complaint Resolution Procedures" (U704).

- A. Non-union employees may be represented by another UCPD employee, if they so choose. This is a protection afforded employees beyond those enumerated by University policy.
- B. Grievance of Suspension
 1. An employee's formal complaint must be in writing and signed by the employee. The complaint must:
 - a. Explain the nature of the complaint and the specific circumstances at issue;
 - b. Identify the rights, procedures, or policies violated; and
 - c. State the specific complete remedy sought by the employee.
 2. The employee should initiate the written complaint with the relevant Deputy Chief within two (2) weeks of the notice of suspension.

3. The Deputy Chief will provide a written response to the employee regarding the complaint within two (2) weeks (if feasible) of being informed by the employee. If there is no response or if the response is not satisfactory to the employee, he/she may advance the complaint to the next step.
4. If the employee believes the matter has not been satisfactorily resolved, he/she may submit a written appeal to the Chief of Police within one (1) week of receiving the Deputy Chief's written response. All information and documentation from the initial complaint should be included.
5. If not filed within seven (7) calendar days, the grievance will be deemed abandoned.
6. Within ten (10) working days after the filing of the grievance, the Chief or designee, and the employee shall meet to attempt to resolve the matter.
7. The Chief or designee will provide a written answer to the employee within ten (10) working days of the meeting.
8. It is expected that the time frames outlined in this procedure be adhered to. However any unforeseen delay will be promptly communicated to the complainant.
9. Working time lost by the employee(s) at a complaint meeting should be considered as time worked for pay purposes.

1009.4 GRIEVANCE COORDINATION, RECORDS AND ANALYSIS

The Department of Safety and Security Human Resources Manager shall be responsible for coordination of the grievance procedures and for maintenance and control of grievance records. The DSS Human Resources Manager, or designee, will complete a documented annual analysis of grievances, as well as supporting policies and practices.