

	ELGIN POLICE DEPARTMENT 151 Douglas Avenue Elgin, Illinois 60120	
Effective Date: 01/01/03	STANDARD OPERATING PROCEDURE	Revised Date: 01/24/14
Chief of Police: 	Grievance Procedure, 25.1	
Cross Reference: City of Elgin Personnel Manual		Policy Sections: 25.1.1 Grievance Procedure 25.1.2 Management of Employee Grievances 25.1.3 Grievance Analysis

PURPOSE

The purpose of this policy is to establish guidelines for employee grievances.

POLICY STATEMENT

It is the policy of the Elgin Police Department to implement a grievance system that ensures an open line of communication amongst employees and management staff. Employees are encouraged to promptly discuss any work related concerns with their supervisor.

PROCEDURES

25.1.1 GRIEVANCE PROCEDURE

- A. Supervisors and employees are expected to resolve problems as they arise informally. It is recognized, however, that there will be grievances which will be resolved only after a formal review and appeal.
- B. Employees may grieve actions by the department, the city, or another employee that may affect the employee's status, pay, or conditions of employment. Employees represented by a bargaining unit may grieve a dispute or difference of opinion involving an alleged violation of the agreement between the city and the bargaining unit.
- C. A grievance filed by or on behalf of any bargaining unit employee or by the bargaining unit itself shall be governed by the existing labor agreement between the city and the bargaining unit. Criteria for employee representation will be governed by the existing labor agreement.
- D. When a grievance is filed by a non-bargaining unit employee, representation of the employee shall be governed by the current City of Elgin Personnel Manual.
- E. Unless otherwise provided by bargaining unit contracts, all grievances shall be initiated in standard memorandum format. The following information shall be included in any formal grievance:
 1. A written statement of the grievance and the facts upon which it is based.
 2. The written authority in which the grievance falls under.
 3. A written allegation of the specific wrongful act and the harm done.
 4. A written statement of the remedy or adjustment sought.
- F. The following shall be included in any formal grievance response:
 1. A written statement acknowledging receipt of the grievance which must contain the date and time the grievance was received and must be signed by the person receiving said grievance.

2. A written statement analyzing the facts or allegations of the grievance.
 3. A written statement which shall affirm or deny the allegations in the grievance.
 4. A written statement which shall identify the remedy or adjustment, if any, to be made.
 5. In the case of a grievance filed by a member of a bargaining unit or by the bargaining unit itself, the time for response shall be governed by the existing labor agreement between the city and the bargaining unit.
 6. In the case of a grievance filed by a non-bargaining unit employee the time for the response shall be governed by the current City of Elgin Personnel Manual.
- G. A grievance that is denied at the initial level may be appealed as follows:
1. In the case of a grievance filed by a bargaining unit employee or the bargaining unit itself, the time and method for filing an appeal shall be governed by the existing labor agreement between the city and the bargaining unit.
 2. In the case of a grievance filed by a non-bargaining unit employee, the time and method for filing an appeal shall be governed by the current City of Elgin Personnel Manual.

25.1.2 MANAGEMENT OF EMPLOYEE GRIEVANCES

- A. The deputy chief is responsible for the coordination of the grievance process.
- B. Department records concerning grievances shall be maintained under the direction and control of the deputy chief.
1. Grievance records are confidential and shall not be released without the approval of the deputy chief or designee.
 2. Supervisors shall have access to review employee grievance records involving employees under their supervision.
 3. Employees shall have access to copies of their own grievance records.

25.1.3 GRIEVANCE ANALYSIS

The grievance process is a valuable method for management to identify problems. Therefore, on an annual basis, the deputy chief shall conduct an analysis of all grievances filed during the previous calendar year. The purpose of this analysis is to identify trends and to take steps to minimize the causes of such grievances in the future.