

Issue Analysis Form

Date: April 23, 2019
Item: Personnel Policy Revisions
Lead Department(s): Human Resources
Contact Person(s): Corrie Hurt



Description and Current Status

Staff has revised the personnel policy entitled Employee Grievance Procedures for the Board's consideration at the April 23, 2019 meeting.

Employee Grievance Procedures – The County Attorney's office has revised the policy entitled Employee Grievance Procedures to be in line with the State Code of Virginia. The policy was completely revamped to ensure that it follows the State Code.

Government Path

Does this require IDA action?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does this require BZA action?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does This require Planning Commission Action?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does this require Board of Supervisors action?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Does this require a public hearing?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If so, before what date?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Fiscal Impact Statement

None.

County Impact

By revising the grievance policy, it ensures that we are in line with the State Code of Virginia.

Notes

Board of Supervisors
County of Prince George, Virginia

Resolution

At a regular meeting of the Board of Supervisors of the County of Prince George held in the Boardroom, Third Floor, County Administration Building, 6602 Courts Drive, Prince George, Virginia this 23rd day of April, 2019.

Present:

Vote:

Donald R. Hunter, Chairman
Floyd M. Brown, Jr., Vice-Chairman
Alan R. Carmichael
Marlene J. Waymack
T. J. Webb

A-4

On motion of _____, seconded by _____, which carried unanimously, the following Resolution was adopted:

RESOLUTION; PROPOSED REVISIONS; PRINCE GEORGE
COUNTY PERSONNEL POLICY; SECTIONS 30.1
THROUGH 30.8 ENTITLED *EMPLOYEE GRIEVANCE
PROCEDURES*

WHEREAS the Prince George County Personnel Policy Manual has been reviewed by staff and it has been recommended that the revision to the policy entitled *Employee Grievance Procedures* be reviewed and considered for revision in the County's Personnel Policies;

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of the County of Prince George, this 23rd day of April, 2019 does hereby amend the Prince George County Personnel Policy by approving the revised policy entitled *Employee Grievance Procedures* as requested.

A Copy Teste:

Percy C. Ashcraft
County Administrator

COUNTY OF PRINCE GEORGE PERSONNEL POLICIES Prince George, Virginia	POLICY NUMBER: 30.1 through 30.8	Page 1 of 8
	SUPERSEDES: 30.1 to 30.8 dated 05/16/12	DATE ISSUED: April 23, 2019
SUBJECT: Employee Grievance Procedures	AUTHORIZATION: Adopted by the Board of Supervisors April 23, 2019; to become effective April 23, 2019	

30.1 Objective

The Prince George grievance procedure establishes the process by which eligible employees can access a grievance procedure to resolve employment disputes.

30.2 Coverage of Personnel

All nonprobationary, permanent full-time and part-time employees are eligible to file grievances, with the following exceptions:

- (1) Appointees of elected groups or employees of "constitutional" officers, unless agreed to by the constitutional officer;
- (2) Officials and employees who serve at the will or pleasure of an appointing authority;
- (3) Deputies to the County Administrator;
- (4) Department heads;
- (5) Employees whose terms of employment are limited by law;
- (6) Temporary, limited term and seasonal employees;
- (7) Law-enforcement officers, who have elected to proceed pursuant to Virginia Code § 9.1-500 *et seq.*, 1950 as amended.

In addition, volunteer members of a Prince George fire and/or EMS company identified in the Coordinated Fire and EMS system who are eligible to file grievances in accordance with § 42.1 *et seq.* of the Code of the County of Prince George.

30.3 Grievable Matters

A grievance is a complaint or dispute by an employee relating to:

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- (1) disciplinary action (defined as written reprimand, reinstatement of probationary period, dismissal, disciplinary demotion, and suspension);
- (2) the discriminatory or unlawful application of personnel policies, procedures, rules and regulations;
- (3) discrimination on the basis of race, color, creed, religion, political affiliation, age, disability, national origin or sex; and
- (4) acts of retaliation as defined in Virginia Code § 15.2-1507(A)(1), 1950 as amended.

Under State law, Prince George County retains the exclusive right to manage operations of County government and the delivery of services to residents. Accordingly, the following complaints or disputes are not grievable:

- (1) establishment and revision of wages or salaries, position classifications or benefits;
- (2) work activity related to a job description;
- (3) the content of ordinances, statutes or personnel policies, procedures, rules and regulations;
- (4) failure to promote;
- (5) the methods, means and personnel by which work activities are to be carried out including oral or written counseling and directing of work activity;
- (6) the termination, layoff, demotion or suspension from duties because of lack of work, reduction in work force, or job abolition (except where such action affects an employee who has been reinstated within the previous six months as the result of the final determination of a grievance. In any grievance brought under this exception, the action shall be upheld upon a showing by the County that there was a valid reason for the action and the employee was notified of the reason in writing prior to the effective date of the action.);
- (7) the hiring, transfer, assignment and retention of employees;
- (8) the relief of employees from duties in emergencies; and
- (9) mobilization of employees for emergency responses of any kind.

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30.4 Grievability Determinations

Determinations regarding whether or not a matter is grievable shall be made by the County Administrator at the request of either the County or the grievant, upon submission of a Request for Determination of Grievability Form at any time prior to the panel hearing. The County Administrator's determination shall be made within ten (10) days after receipt of the Request for Determination of Grievability Form. The County Administrator will notify the grievant, the County Attorney, and the Director of Human Resources of the determination.

The determination of grievability may be made only after the grievance is reduced to writing, but before the day of the panel hearing. However, once raised, the issue of grievability must be resolved before the grievance process may continue. If the issue is determined to be non-grievable, the grievance process is automatically concluded.

The grievability determination of the County Administrator may be appealed by the grievant to the Prince George County Circuit Court for a hearing de novo. Proceedings for review of the grievability determination of the County Administrator shall be instituted by filing a notice of appeal with the County Administrator's office within ten (10) days after the date of the County Administrator's decision and delivering a copy of the notice to the County Attorney and the Director of Human Resources. Within ten (10) days, the County Administrator shall transmit to the Clerk of the Prince George County Circuit Court a record consisting of the following documents:

- (1) A copy of the County Administrator's grievability determination
- (2) A copy of the notice of appeal
- (3) The exhibits

The failure of the County Administrator to transmit the record to the Clerk within the time allowed shall not prejudice the rights of the grievant. The Court, on motion of the grievant, may issue a writ of certiorari requiring the County Administrator to transmit the record on or before a certain date.

Within thirty (30) days of receipt by the Clerk of the record, the Court, sitting without a jury, shall hear the appeal on the record transmitted by the County Administrator and such additional evidence as the Court may deem necessary to resolve any controversy as to the correctness of the record. The Court may affirm the determination of the County Administrator or may reverse or modify the determination. The decision of the court shall be rendered no later than the fifteenth (15th) day from the date of the conclusion of the hearing. The decision of the Court is final and not appealable.

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30.5 Procedural Matters.

If a time period ends on a Saturday, Sunday or a County holiday, the time period will be extended to the next regular business day.

The only persons who may be present during Steps I through III are the grievant, the appropriate local government official at the level at which the grievance is being heard, and appropriate witnesses for each side during their testimony. Witnesses shall be present only while actually providing testimony. At Step IV, the grievant, at his option, may be represented by counsel. Likewise, the County may elect to be represented by counsel at Step IV.

Once an employee reduces his/her grievance to writing, he/she must specify on the appropriate form the specific relief he/she expects to obtain through use of this procedure.

After the filing of a written grievance, failure of either party to comply with all substantial procedural requirements of the grievance procedure, including the panel hearing, without just cause, shall result in a decision in favor of the other party on any grievable issue, provided that the party not in compliance fails to correct the noncompliance within five days after receipt of written notice from the other party of the compliance violation. If written notice of a compliance violation is provided by the grievant, the notice shall be provided to the County Administrator with a copy to the Director of Human Resources and the County Attorney. Failure to assert a substantial procedural violation prior to the day of the panel hearing, shall constitute an express waiver as to any procedural violation.

The County Administrator, or his designee, may require a written explanation and documentation of the basis for "just cause" extensions or exceptions. The County Administrator, or his designee, shall determine all compliance issues. Compliance determinations made by the County Administrator shall be subject to judicial review by the filing of a petition with the Circuit Court within 30 days of the date of the compliance determination.

Timeframes may be extended by mutual agreement of the County and the grievant and shall be documented in writing.

30.6 Procedure

Step I: Within twenty (20) days after the occurrence of or condition giving rise to the grievance, the employee shall explain the basis of the grievance verbally to the employee's immediate supervisor. Within two (2) days of this conversation, the supervisor shall give his/her response to the employee with

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respect to the grievance, or shall advise the employee that additional time for a decision is needed, in which case a decision must be given to the employee within an additional three (3) days.

Step II: If the grievance is not resolved to the satisfaction of the employee at Step I, the grievant may file a written grievance using Grievance Form A with his/her immediate supervisor not more than five (5) days following completion of Step I. A copy of the written grievance is given to the Department Director by the grievant. This form reflects the employee's explanation of what has occurred. If additional information is necessary, addenda may be attached to Form A.

The employee's immediate supervisor and the Department Director will then meet with the grievant within two (2) days of receipt of Form A. A written reply by the Department Director is made to the grievant within three (3) days of this meeting on Form A.

Step III: If the grievance is not resolved to the satisfaction of the employee at Step II, the grievant may file a written grievance not more than five (5) days following completion of Step II with the County Administrator. A copy of the written grievance is given to the County Administrator by the grievant using Form B. The employee's Department Director and the County Administrator will then meet with the grievant within two (2) days of receipt of the written statement.

The County Administrator shall conduct the hearing in a way that emphasizes determining the facts leading to the disciplinary action.

The grievant's immediate supervisor may also attend if the County Administrator determines that his/her testimony is necessary to fully understand the matter. A written reply by the County Administrator must be provided to the grievant within three (3) days of this meeting on Form B.

Step IV: If the response of the County Administrator does not resolve the grievance, the grievant may proceed with the grievance by requesting a panel hearing. This request is made in writing on Form C to the County Administrator within five (5) days of the grievant's receipt of a response from Step III.

The panel shall select its chairman and set the date and time for the hearing which shall be held as soon as practicable, but no more than ten (10) days following receipt of letter requesting a panel hearing, unless mutually agreed to in writing by the grievant and the County. The panel hearing shall be conducted as follows:

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(1) The County shall provide the panel with copies of the grievance record prior to the hearing, and provide the grievant with a list of the documents furnished to the panel. The grievant and his attorney, at least 10 days prior to the scheduled hearing, shall be allowed access to, and copies of, all relevant files intended to be used in the grievance proceeding.

(2) All documents, exhibits and lists of witnesses must be exchanged between the parties in advance of the hearing, except for demonstrative exhibits. In addition, those witnesses, documents or exhibits that are used in rebuttal are not required to be exchanged between the parties prior to the hearing.

(3) At the written request of either party, the hearing shall be private. At the hearing, only the grievant and his or her attorney(s) may be present throughout the hearing as well as the appropriate County representative and the attorney(s) for the County.

(4) At the beginning of the hearing, the chairperson shall explain the panel's procedures for hearing the case. Then, each side may make a brief opening statement. The County shall present its evidence first, followed by the grievant's evidence. The County shall be permitted to present rebuttal evidence. The purpose of the hearing is for the panel to hear and consider relevant evidence. For that reason, there shall be no closing argument.

(5) All evidence must be presented at the hearing in the presence of the panel and the parties.

(6) The majority decision of the panel, acting within the scope of its authority, shall be final, subject to existing policies, procedures and law; the panel does not have authority to formulate policies or procedures or to alter existing policies or procedures.

(7) The panel's written decision shall be provided within three days to all parties. The written decision is not required to contain any findings of fact or explanation of the decision.

(8) The rules of evidence do not apply. Grievance panel hearings are not required to be tape recorded. Failure to make a timely objection to any evidentiary issue shall constitute a waiver.

(9) Exhibits, when offered, may be received in evidence by the panel, and when so received, shall be marked and made part of the record; demonstrative exhibits shall be permitted.

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(10) The parties may offer evidence and must produce such additional evidence as the panel may deem necessary to arrive at an understanding and determination of the dispute. The panel is the sole judge of relevancy and materiality of the evidence offered.

(11) The decision of the panel shall be final and binding and shall be consistent with provisions of law and written policy. There shall be no appeal of the decision of the panel.

(12) The question of whether the relief granted by a panel is consistent with written policy shall be determined by the County Administrator, or his designee, unless such person has a direct personal involvement with the event or events giving rise to the grievance, in which case the decision shall be made by the Commonwealth's Attorney.

Implementation of final decisions:

Either party may petition the Prince George Circuit Court for an order requiring implementation of the panel decision.

A final panel decision which would result in the reinstatement of any employee of the Sheriff's Office who has been terminated, may be reviewed by the Prince George Circuit Court upon the petition of the County. The review of the Circuit Court shall be limited to the question of whether the decision of the panel was consistent with provisions of law and written policy.

30.7 Panel; Members Appointed; Term;

The panel is composed of three (3) members, each of whom is appointed by and serves at the pleasure of the Board of Supervisors for a three (3) year term. The terms of the panel members are staggered with one member being appointed each year. Members are eligible to serve more than one term. The panel shall not be composed of any persons having direct involvement with the grievance being heard by the panel, or with the complaint or dispute giving rise to the grievance. Supervisors who are in a direct line of supervision of a grievant, and the following relatives of a participant in the grievance process or a participant's spouse are prohibited from serving as panel members: spouse, parent, child, descendants of a child, sibling, niece, nephew and first cousin. No attorney having direct involvement with the subject matter of the grievance, nor a partner, associate, employee or co-employee of such an attorney shall serve as a panel member.

30.8 Pending

Amendments to the grievance procedure that have not been certified in accordance with State law at the time of initiation of a grievance shall not be

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effective for that grievance. However, all preexisting procedures of the grievance procedure shall control the process used for that grievance.

This amended grievance procedure has been certified by the County Attorney and the County Administrator as required by Va. Code § 16.2-1507(A), and the certification has been filed with the Clerk for the Circuit Court of Prince George County on _____.

COUNTY OF PRINCE GEORGE

GRIEVANCE PROCEDURE

General Provisions

The purpose of this policy is to afford an immediate and fair method for the resolution of disputes which may arise between an agency and its employees.

Objective

All nonprobationary, permanent full-time and part-time employees are eligible to file grievances, with the following exceptions:

- (1) Appointees of elected groups or employees of "constitutional" officers, unless agreed to by the constitutional officer;
- (2) Officials and employees who serve at the will or pleasure of an appointing authority;
- (3) Deputies to the County Administrator;
- (4) Department heads;
- (5) Employees whose terms of employment are limited by law;
- (6) Temporary, limited term and seasonal employees;
- (7) Law-enforcement officers, who have elected to proceed pursuant to Virginia Code § 9.1-500 *et seq.*, 1950 as amended.

In addition, volunteer members of a Prince George fire and/or EMS company identified in the Coordinated Fire and EMS system who are eligible to file grievances in accordance with § 42.1 *et seq.* of the Code of the County of Prince George.

Definition of Grievance

A grievance is a complaint or dispute by an employee relating to:

- (1) disciplinary action (defined as written reprimand, reinstatement of probationary period, dismissal, disciplinary demotion, and suspension);

(2) the discriminatory or unlawful application of personnel policies, procedures, rules and regulations;

(3) discrimination on the basis of race, color, creed, religion, political affiliation, age, disability, national origin or sex; and

(4) acts of retaliation as defined in Virginia Code § 15.2-1507(A)(1), 1950 as amended.

Under State law, Prince George County retains the exclusive right to manage operations of County government and the delivery of services to residents. Accordingly, the following complaints or disputes are not grievable:

(1) establishment and revision of wages or salaries, position classifications or benefits;

(2) work activity related to a job description;

(3) the content of ordinances, statutes or personnel policies, procedures, rules and regulations;

(4) failure to promote;

(5) the methods, means and personnel by which work activities are to be carried out including oral or written counseling and directing of work activity;

(6) the termination, layoff, demotion or suspension from duties because of lack of work, reduction in work force, or job abolition (except where such action affects an employee who has been reinstated within the previous six months as the result of the final determination of a grievance. In any grievance brought under this exception, the action shall be upheld upon a showing by the County that there was a valid reason for the action and the employee was notified of the reason in writing prior to the effective date of the action.);

(7) the hiring, transfer, assignment and retention of employees;

(8) the relief of employees from duties in emergencies; and

(9) mobilization of employees for emergency responses of any kind.

Management Rights

Nothing in this procedure is intended to circumscribe or modify the existing management right of the County to do the following:

1. direct the work of its employees as well as establish and revise wages, salaries, position classification and general employee benefits;
2. hire, promote, transfer, assign and retain employees within the agency;
3. maintain the efficiency of governmental operations;
4. relieve employees from duties of the agency in emergencies;
5. determine the methods, means, and personnel by which operations are to be carried on.

Grievability

Determinations regarding whether or not a matter is grievable shall be made by the County Administrator at the request of either the County or the grievant, upon submission of a Request for Determination of Grievability Form at any time prior to the panel hearing. The County Administrator's determination shall be made within ten (10) days after receipt of the Request for Determination of Grievability Form. The County Administrator will notify the grievant, the County Attorney, and the Director of Human Resources of the determination.

The determination of grievability may be made only after the grievance is reduced to writing, but before the day of the panel hearing. However, once raised, the issue of grievability must be resolved before the grievance process may continue. If the issue is determined to be non-grievable, the grievance process is automatically concluded.

The grievability determination of the County Administrator may be appealed by the grievant to the Prince George County Circuit Court for a hearing de novo. Proceedings for review of the grievability determination of the County Administrator shall be instituted by filing a notice of appeal with the County Administrator's office within ten (10) days after the date of the County Administrator's decision and delivering a copy of the notice to the County Attorney and the Director of Human Resources. Within ten (10) days, the County Administrator shall transmit to the Clerk of the Prince George County Circuit Court a record consisting of the following documents:

- (1) A copy of the County Administrator's grievability determination
- (2) A copy of the notice of appeal
- (3) The exhibits

The failure of the County Administrator to transmit the record to the Clerk within the time allowed shall not prejudice the rights of the grievant. The Court, on motion of the grievant, may issue a writ of certiorari requiring the County Administrator to transmit the record on or before a certain date.

Within thirty (30) days of receipt by the Clerk of the record, the Court, sitting without a jury, shall hear the appeal on the record transmitted by the County Administrator and such additional evidence as the Court may deem necessary to resolve any controversy as to the correctness of the record. The Court may affirm the determination of the County Administrator or may reverse or modify the determination. The decision of the court shall be rendered no later than the fifteenth (15th) day from the date of the conclusion of the hearing. The decision of the Court is final and not appealable.

Policy

All stages of the grievance beyond the first step shall be in writing on forms supplied by the Human Resources Office. At the final management step, the grievant may be represented by legal counsel or other persons as provided in this procedure at the expense of the grievant. However, the purpose of the management steps is to hear from the grievant and witnesses as to why his/her grievance has merit and not to hear arguments of counsel.

Once an employee reduces his/her grievance to writing, he/she must specify on the appropriate form the specific relief he/she expects to obtain through use of this procedure.

After the initial filing of a written grievance, failure of either party to comply with all substantial procedural requirements of the grievance procedure without just cause will result in a decision in favor of the other party on any grievable issue, provided the party not in compliance fails to correct the noncompliance within five (5) days.

If a time period ends on a Saturday, Sunday or a County holiday, the time period will be extended to the next regular business day.

Procedure

Step I:

Within twenty (20) days after the occurrence of or condition giving rise to the grievance, the employee shall explain the basis of the grievance verbally to the employee's immediate supervisor. Within two (2) days of this conversation, the supervisor shall give his/her response to the employee with respect to the grievance, or shall advise the employee that additional time for a decision is needed, in which case a decision must be given to the employee within an additional three (3) days.

Step II:

If the grievance is not resolved to the satisfaction of the employee at Step I, the grievant may file a written grievance using Grievance Form A with his/her immediate supervisor not more than five (5) days following completion of Step I. A copy of the written grievance is given to the Department Director by the

grievant. This form reflects the employee's explanation of what has occurred. If additional information is necessary, addenda may be attached to Form A.

The employee's immediate supervisor and the Department Director will then meet with the grievant within two (2) days of receipt of Form A. A written reply by the Department Director is made to the grievant within three (3) days of this meeting on Form A.

Step III:

If the grievance is not resolved to the satisfaction of the employee at Step II, the grievant may file a written grievance not more than five (5) days following completion of Step II with the County Administrator. A copy of the written grievance is given to the County Administrator by the grievant using Form B. The employee's Department Director and the County Administrator will then meet with the grievant within two (2) days of receipt of the written statement.

The County Administrator shall conduct the hearing in a way that emphasizes determining the facts leading to the disciplinary action.

The grievant's immediate supervisor may also attend if the County Administrator determines that his/her testimony is necessary to fully understand the matter. A written reply by the County Administrator must be provided to the grievant within three (3) days of this meeting on Form B.

Step IV:

If the response of the County Administrator does not resolve the grievance, the grievant may proceed with the grievance by requesting a panel hearing. This request is made in writing on Form C to the County Administrator within five (5) days of the grievant's receipt of a response from Step III.

The panel shall select its chairman and set the date and time for the hearing which shall be held as soon as practicable, but no more than ten (10) days following receipt of letter requesting a panel hearing, unless mutually agreed to in writing by the grievant and the County. The panel hearing shall be conducted as follows:

- (1) The County shall provide the panel with copies of the grievance record prior to the hearing, and provide the grievant with a list of the documents furnished to the panel. The grievant and his attorney, at least 10 days prior to the scheduled hearing, shall be allowed access to, and copies of, all relevant files intended to be used in the grievance proceeding.

- (2) All documents, exhibits and lists of witnesses must be exchanged between the parties in advance of the hearing, except for demonstrative exhibits. In addition, those witnesses, documents or exhibits that are used in rebuttal are not required to be exchanged between the parties prior to the hearing.

(3) At the written request of either party, the hearing shall be private. At the hearing, only the grievant and his or her attorney(s) may be present throughout the hearing as well as the appropriate County representative and the attorney(s) for the County.

(4) At the beginning of the hearing, the chairperson shall explain the panel's procedures for hearing the case. Then, each side may make a brief opening statement. The County shall present its evidence first, followed by the grievant's evidence. The County shall be permitted to present rebuttal evidence. The purpose of the hearing is for the panel to hear and consider relevant evidence. For that reason, there shall be no closing argument.

(5) All evidence must be presented at the hearing in the presence of the panel and the parties.

(6) The majority decision of the panel, acting within the scope of its authority, shall be final, subject to existing policies, procedures and law; the panel does not have authority to formulate policies or procedures or to alter existing policies or procedures.

(7) The panel's written decision shall be provided within three days to all parties. The written decision is not required to contain any findings of fact or explanation of the decision.

(8) The rules of evidence do not apply. Grievance panel hearings are not required to be tape recorded. Failure to make a timely objection to any evidentiary issue shall constitute a waiver.

(9) Exhibits, when offered, may be received in evidence by the panel, and when so received, shall be marked and made part of the record; demonstrative exhibits shall be permitted.

(10) The parties may offer evidence and must produce such additional evidence as the panel may deem necessary to arrive at an understanding and determination of the dispute. The panel is the sole judge of relevancy and materiality of the evidence offered.

(11) The decision of the panel shall be final and binding and shall be consistent with provisions of law and written policy. There shall be no appeal of the decision of the panel.

(12) The question of whether the relief granted by a panel is consistent with written policy shall be determined by the County Administrator, or his designee, unless such person has a direct personal involvement with the event or events giving rise to the grievance, in which case the decision shall be made by the Commonwealth's Attorney.

Panel; Members Appointed; Term;

The panel is composed of three (3) members, each of whom is appointed by and serves at the pleasure of the Board of Supervisors for a three (3) year term. The terms of the panel members are staggered with one member being appointed each year. Members are eligible to serve more than one term. The panel shall not be composed of any persons having direct involvement with the grievance being heard by the panel, or with the complaint or dispute giving rise to the grievance. Supervisors who are in a direct line of supervision of a grievant, and the following relatives of a participant in the grievance process or a participant's spouse are prohibited from serving as panel members: spouse, parent, child, descendants of a child, sibling, niece, nephew and first cousin. No attorney having direct involvement with the subject matter of the grievance, nor a partner, associate, employee or co-employee of such an attorney shall serve as a panel member.

Adopted July 9, 1991
Revised _____, 2019

STEP I

Date of verbal presentation to Supervisor: _____

Date of Supervisor's verbal reply: _____

Supervisor's First Step Reply: _____

Supervisor's Signature: _____

Date of Signature: _____

I consider this grievance concluded and do not wish to advance my grievance to the next step.

Employee's Signature: _____

Date of Signature: _____

I do not accept the first step Supervisor's reply and wish to advance my grievance to the next step.

Employee's Signature: _____

Date of Signature: _____

Date submitted to next step: _____

STEP II

(Department Director Response to grievant's form A)

Date of second step meeting: _____

Department Head's second step reply: _____

Department Head's Signature: _____

Date of Signature: _____

I consider this grievance concluded and do not wish to advance my grievance to the next step.

Employee's Signature: _____

Date of Signature: _____

I do not accept the second step Department Head's reply and wish to advance my grievance to the next step.

Employee's Signature: _____

Date of Signature: _____

Date submitted to next step: _____

STEP III

(County Administrator Response to grievant's form B)

Date of third step meeting: _____

County Administrator's third step reply: _____

County Administrator's Signature: _____

Date of Signature: _____

I consider this grievance concluded and do not wish to advance my grievance to the next step.

Employee's Signature: _____

Date of Signature: _____

I do not accept the third step County Administrator's reply and wish to advance my grievance to the next step.

Employee's Signature: _____

Date of Signature: _____

Date submitted to next step: _____

Employee Grievance Form A

(To be utilized by grievant at Step 2)

Form B should be given to the Department Director

COUNTY OF PRINCE GEORGE

Form A returned to: _____ Date Returned: _____

Employee: _____

Position Title: _____

Department: _____ Work Phone #: _____

Nature of Grievance: _____

Date Grievance Occurred: _____

Relief Requested: _____

Employee Grievance Form B

(To be utilized by grievant at Step 3)

Form B should be given to the County Administrator
COUNTY OF PRINCE GEORGE

Form B returned to: _____ Date Returned: _____

Employee: _____

Position Title: _____

Department: _____ Work Phone #: _____

Nature of Grievance: _____

Date Grievance Occurred: _____

Relief Requested: _____

Employee Grievance Form C
(To be utilized by grievant at Step 4)
COUNTY OF PRINCE GEORGE

Form C returned to: _____ Date Returned: _____

Employee: _____

Position Title: _____

Department: _____ Work Phone #: _____

It has been requested by the grievant that this grievance be heard by a panel.

Place of Hearing: _____

Date of Hearing: _____ Time: _____

Issue: _____

The Panel, by majority vote, may uphold or reverse the action of the agency or, in appropriate circumstances, may choose a modified remedy. Panel decisions, however, must be consistent with provisions of law and written policy.

Panel Decision: _____

Signatures:

_____, Panel Member

_____, Panel Member

_____, Panel Chairperson

Panel to Record the Vote: 3-0 2-1

Date: _____

NOTE: The decision is filed in writing by the panel Chairperson with the County Administrator not later than fifteen (15) working days after completion of the hearing.