

## Internal Grievance Procedure

Definitions:	
Grievance	Defined as a request from a sworn member of the Department seeking relief from a matter that is subject to management control and contradicts a department rule, regulation, or policy.
Grievant	A member of the Department who files or puts forth a grievance.
Respondent	The Department and any member against whom a grievance is filed.

Procedure:	
Notes:	<p>Any member of the Department may file a grievance. It should be resolved informally at the first level of supervision (i.e. between the firefighter and his/her immediate supervisor or between the firefighter and the member against whom the firefighter has a grievance).</p> <p>When informal solutions prove inadequate, the firefighter shall proceed pursuant to the following four-step grievance procedure.</p>
Step #1	<p>Prepare two copies of an interdepartmental communication (This Grievance Form) stating the grievance and submit one to the individual respondent's immediate supervisor. The second copy will be hand carried to a designated LTPF representative for review. This must occur within fifteen days of the date of the matter, which forms the basis of the grievance.</p> <p>Should the grievance concern the immediate supervisor the chain-of command may be circumvented. The first interdepartmental will be filed with the next highest level of supervision. The second interdepartmental will be hand carried to a designated LTPF representative for review. For example, if the individual respondent in the grievance is a Lieutenant, then the first interdepartmental should be filed with the Captain or Battalion Chief who supervises the Lieutenant. If the grievance is to be filed against a Battalion Chief, the first interdepartmental should be filed with the Operations Chief. Any grievance involving a Division or Deputy Chief shall be filed with the Chief of the Department.</p> <p>The supervisor receiving the interdepartmental communication shall investigate the grievance. The supervisor shall draft a written reply within ten calendar days and submit one copy of the reply to the grievant; one copy of the reply to the individual respondent if the grievance is against an individual; and a third copy to the designated LTPF representative.</p> <p>If the investigative supervisor finds the grievance has merit, then the written reply should include a finding that indicates a suggested remedial action. It shall be the responsibility of the investigating supervisor in Step 1 to see that the remedial action is carried out. In that decision or recommendation, the supervisor shall include the departmental policy that applies in the matter.</p>
Step #2	<p>If the grievance is not resolved to the satisfaction of the grievant, the grievant shall within ten calendar days of the receipt of the supervisory reply at Step 1, request a review in writing through a two-copy communication. One copy shall be submitted to the Captain or Battalion Chief of the same division or shift of the grievant.</p> <p>One copy shall be hand carried and submitted to a designed LTPF representative for review.</p> <p>The Captain/Battalion Chief of the same division or shift of the grievant shall fully investigate the matter and issue in writing findings to the grievant, the individual respondent and the designated LTPF representative within fourteen calendar days after receipt of the grievance.</p> <p>If the Captain/Battalion Chief finds that the grievance has merit, then the written reply should include a finding that indicates a suggested remedial action. It shall be the responsibility of the investigating Captain/Battalion Chief to ensure that remedial action is carried out.</p>

Step #3	<p>If the grievant does not agree with the findings at Step 2, he/she may request in writing to the Chief that the Grievance Hearing Board review the grievance.</p> <p>The Grievance Hearing Board shall be comprised of three sworn members of the Department and shall be selected as follows: One member, at any rank, selected by the President of the LTPF; one member, at any rank, selected by the Chief of the Department; and one member selected by blind draw from among all those who hold the rank immediately above that of the grievant. The President of the LTPF or his/her designee shall be present during the blind draw. For each separate grievance, there shall be a new draw. The member selected by the Chief shall preside over the Board. No member who has made a previous determination in the grievance process, or who is party to the grievance, shall serve on the Hearing Board. The review before the Hearing Board shall be scheduled within fourteen calendar days of the request by the grievant that the Hearing Board be convened.</p> <p>The Grievant shall, within ten calendar days of his/her request for a review by the Board; notify the Chief in writing of any witnesses that will appear to testify on his/her behalf. It shall be the responsibility of the presiding Board Member to notify in writing the grievant and any witnesses of the date and time of the interview by the Hearing Board.</p> <p>It shall be the responsibility of the presiding Board Member to inform the Chief and contact any individual respondent and arrange through written correspondence for witnesses to appear on their behalf.</p>
Step #4	<p>The Grievance Hearing Board shall hear all testimony concerning the grievance and shall recess to reach a finding. The decision of the Grievance Hearing Board shall be final and binding unless the Chief wishes to have the issue heard by an outside Arbitrator agreed upon by the Union and Chief to be paid for by LTFD. If this option is taken, the Arbitrator's decision is binding.</p> <p>The Chief will notify the grievant of his/her decision within fourteen calendar days of receiving the findings of the Hearing Board.</p> <p>If the Chief does not respond to the decision of the Grievance Hearing Board within the designated time, the decisions then shall be forwarded to the Fire Merit Commission, when deemed appropriate, for a review and written decision.</p>
Miscellaneous	<p>A written grievance shall contain the following information:</p> <ol style="list-style-type: none"> <li>1) A statement of the grievance and the facts upon which it is based.</li> <li>2) The remedy or adjustment sought as the solution.</li> <li>3) The signature of the Grievant.</li> </ol> <p>At Step 3, the Grievant may request to be represented by any sworn member of the Department.</p> <p>Only matters that fall within the definition of a grievance, as set forth in Section 5 shall be considered under this grievance procedure. Any questions regarding compliance with this requirement shall be directed to the President of the LTPF for a decision as to whether or not the allegations are grievable. Capricious allegations will not be considered as grievable matters.</p>

# LTFD UNION GRIEVANCE POLICY

Interdepartmental Communication Form

EMPLOYEE INFORMATION	
Name: _____	Unit #: _____
Today's Date: _____	Phone #: _____

STEP # 1

GRIEVANCE INFORMATION	
Has this been tried to be resolved informally at the first level of supervision (i.e. between the firefighter and his/her immediate supervisor or between the firefighter and the member against whom the firefighter has a grievance)? If, "NO" please try this FIRST.	YES <input type="checkbox"/> NO <input type="checkbox"/>
<b>Date of Grievance:</b> This must occur <u>within fifteen days</u> of the date of the matter, which forms the basis of the grievance.	___/___/___
<b>Statement of Grievance:</b>  <input type="checkbox"/> See attached for further information	
<b>Rule, Policy, Agreement, Etc. Violated:</b>  <input type="checkbox"/> See attached for further information	
<b>Specific Remedy or Corrective Action Requested</b>  <input type="checkbox"/> See attached for further information	
Signature: _____ <span style="display: block; text-align: center; font-size: small;">Employee</span>	DATE: _____
Signature: _____ <span style="display: block; text-align: center; font-size: small;">Party Receiving Grievance</span>	DATE: _____

**SUBMIT ONE COPY TO IMMEDIATE SUPERVISOR, AND ONE COPY, HAND CARRIED, TO THE LTPF REPRESENTATIVE**

The supervisor receiving the interdepartmental communication shall investigate the grievance. The supervisor shall draft a written reply within ten calendar days and submit one copy of the reply to the grievant; one copy of the reply to the individual respondent if the grievance is against an individual; and a third copy to the designated LTPF representative.

If the investigative supervisor finds the grievance has merit, then the written reply should include a finding that indicates a suggested remedial action. It shall be the responsibility of the investigating supervisor in Step 1 to see that the remedial action is carried out. In that decision or recommendation, the supervisor shall include the departmental policy that applies in the matter.

Only matters that fall within the definition of a grievance, as set forth in contract shall be considered under this grievance procedure. Any questions regarding compliance with this requirement shall be directed to the President of the LTPF for a decision as to whether or not the allegations are grievable. Capricious allegations will not be considered as grievable matters.

**EMPLOYEE INFORMATION**

Name: \_\_\_\_\_

Unit #: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Phone #: \_\_\_\_\_

**STEP # 2**

**GRIEVANCE INFORMATION**

If the grievance is not resolved to the satisfaction of the grievant, the grievant shall ***within ten calendar*** days of the receipt of the supervisory reply at Step 1, request a review in writing through a two-copy communication. One copy shall be submitted to the Captain or Battalion Chief of the same division or shift of the grievant.

Consider this my request for review in writing. My signature below indicates I do NOT agree that this grievance has been resolved to my satisfaction.

Signature: \_\_\_\_\_

Employee

DATE: \_\_\_\_\_

One copy shall be submitted to the Captain or Battalion Chief of the same division or shift of the grievant. One copy shall be hand carried and submitted to a designed LTPF representative for review.

The Captain/Battalion Chief of the same division or shift of the grievant shall fully investigate the matter and issue in writing findings to the grievant, the individual respondent and the designated LTPF representative ***within fourteen calendar days*** after receipt of the grievance.

If the Captain/Battalion Chief finds that the grievance has merit, then the written reply should include a finding that indicates a suggested remedial action. It shall be the responsibility of the investigating Captain/Battalion Chief to ensure that remedial action is carried out.

STEP # 3

EMPLOYEE INFORMATION	
Name: _____	Unit #: _____
Today's Date: _____	Phone #: _____

GRIEVANCE INFORMATION	
If the grievant does not agree with the findings at Step 2, he/she may request in writing to the Chief that the Grievance Hearing Board review the grievance.	
<input type="checkbox"/> Consider this my request for review in writing to the Chief of the Department that the Grievance Hearing Board reviews the grievance. My signature below indicates I do NOT agree that this grievance has been resolved to my satisfaction.	
Signature: _____ <small>Employee</small>	DATE: _____
The Grievance Hearing Board shall be comprised of three sworn members of the Department and shall be selected as follows: One member, at any rank, selected by the President of the LTPF; one member, at any rank, selected by the Chief of the Department; and one member selected by blind draw from among all those who hold the rank immediately above that of the grievant. The President of the LTPF or his/her designee shall be present during the blind draw. For each separate grievance, there shall be a new draw. The member selected by the Chief shall preside over the Board. No member who has made a previous determination in the grievance process, or who is party to the grievance, shall serve on the Hearing Board. The review before the Hearing Board shall be scheduled <b><i>within fourteen calendar days</i></b> of the request by the grievant that the Hearing Board be convened.	
LTPF Rep: _____	
Chief Rep: _____	
Blind Draw Rep: _____	
The Grievant shall, <b><i>within ten calendar days</i></b> of his/her request for a review by the Board; notify the Chief in writing of any witnesses that will appear to testify on his/her behalf. It shall be the responsibility of the presiding Board Member to notify in writing the grievant and any witnesses of the date and time of the interview by the Hearing Board.	
I would like the following people to be called as witnesses: _____	
It shall be the responsibility of the presiding Board Member to inform the Chief and contact any individual respondent and arrange through written correspondence for witnesses to appear on their behalf.	
Date of Hearing: ____/____/____	
Note: the Grievant may request to be represented by any sworn member of the Department.	

**EMPLOYEE INFORMATION**

Name: \_\_\_\_\_

Unit #: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Phone #: \_\_\_\_\_

**STEP # 4**

**GRIEVANCE INFORMATION**

The Grievance Hearing Board shall hear all testimony concerning the grievance and shall recess to reach a finding. The decision of the Grievance Hearing Board shall be final and binding unless the Chief wishes to have the issue heard by an outside Arbitrator agreed upon by the Union and Chief to be paid for by LTFD. If this option is taken, the Arbitrator's decision is binding.

The Chief will notify the grievant of his/her decision ***within fourteen calendar days*** of receiving the findings of the Hearing Board.

If the Chief does not respond to the decision of the Grievance Hearing Board within the designated time, the decisions then shall be forwarded to the Fire Merit Commission, when deemed appropriate, for a review and written decision.