

**EMPLOYEE RELATIONS ADMINISTRATOR
OFFICE OF THE CHIEF OF STAFF**

NOTICE
2.2.3

June 3, 2008



RECEIVED

TO: All Commanding Officers

JUN 5 2008

FROM: Employee Relations Administrator

Planning and Research

SUBJECT: SWORN GRIEVANCE PROCEDURES AND PROCESSING-REVISED ³¹⁰ Division #

This notice is intended to familiarize commanding officers and supervisors with the grievance procedures for sworn employees. Civilian employee grievance provisions are addressed in *Employee Relations Administrator Notice, New Grievance Procedures for Civilians, dated February 7, 2008*. This Notice replaces the *Employee Relations Administrator (Human Resources Bureau) Notice, dated October 15, 2002*.

The table addresses appropriate and inappropriate actions in a grievance investigation:

Encouraged/Appropriate Actions	Discouraged/Inappropriate Action
Immediately meet with employee.	<i>Any delay.</i>
All Department personnel shall cooperate with investigation.	
Maintain confidentiality.	<i>Discussing matter with unrelated persons.</i>
Conduct hearing informally as possible and without distractions.	
Listen and identify issue(s).	<i>Drawing conclusion(s) at the meeting.</i>
Ask clear questions. Take detailed notes.	<i>Tape recording by any party at any level.</i>
Identify the remedy grievant is seeking.	
Obtain mutual time waiver, if needed. Both parties must agree.	<i>Allowing 20-day time limit to expire without taking action.</i>
Determine whether matter is grievable.	<i>Processing non-grievable matters via grievance procedure.</i>
Grievable matters shall be responded to via Grievance Response Form	

Grievance procedures for sworn employees are contained in Memorandum of Understanding (MOU) No. 24, Article 8.0, and MOU No. 25, Article 7.0. Management representatives should familiarize themselves with this material prior to addressing any grievance. Employees may request a representative to assist at any level. The representative may do the following:

- Give assistance and counsel.
- Assist the grievant in formulating written responses.
- Be present and represent the grievant in the process.

CRF

Note: If the matter is not grievable, respond to the grievant via 15.2 Intradepartmental Correspondence. **Do not respond using the Grievance Response Form.** Contact Employee Relations Group (ERG) for advice.

The table depicts the approved headings for the Grievance Response Form (Form General 163) and the corresponding information required for item:

Heading	Information
What is the issue(s) involved in the grievance?	Basis for the grievance. <i>(Short narrative.)</i>
What is your decision?	1. This grievance is denied. 2. This grievance is granted in part. 3. This grievance is granted. <i>(No narrative required.)</i>
What is the basis for your decision?	Detailed rationale for the decision.

Grievance Response Form distribution:

Step 1	Step 2	Step 3	Step 4
<u>MOU 24 & 25</u> Original to Grievant Copy to Rep <i>(if present)</i> Copy to CO/COP	<u>MOU 24 Only</u> Original to Grievant Copy to Union	<u>MOU 24 & 25</u> Original to Grievant Copy to Union Copy to CAO, ERD Copy to ERA	<u>MOU 24 & 25</u> Original to Grievant Copy to Union Copy to CAO, ERD Copy to ERA

All grievance forms can be located on the ERG web page on Microsoft Internet Explorer of the Department's web site.

If you have any questions regarding the grievance process please feel free to contact ERG, at (213) 485-6552.

JOSE PEREZ, Jr., Commander
 Employee Relations Administrator

APPROVED:

JIM McDONNELL, First Assistant Chief
 Chief of Staff

DISTRIBUTION "B"