

# GENERAL ORDER

## PORT WASHINGTON POLICE DEPARTMENT

SUBJECT: <b>GRIEVANCE PROCEDURES</b>		NUMBER:	2.2.1
		ISSUED:	5/5/09
SCOPE:	All Police Personnel	EFFECTIVE:	5/5/09
DISTRIBUTION:	General Orders Manual	<input checked="" type="checkbox"/> RESCINDS	11.1
		<input type="checkbox"/> AMENDS	
REFERENCE:	PWPPA Bargaining Agreement AFSCME Bargaining Agreement	WILEAG 3 <sup>RD</sup> EDITION STANDARDS: 2.2.1, 2.2.2	

**INDEX AS:** Grievance Procedures

**PURPOSE:** The purpose of this Order is to establish the procedures for department employees to file a written grievance.

This Order consists of the following numbered sections:

- I. POLICY
- II. DEFINITION
- III. PROCEDURES

**I. POLICY**

- A. It is the policy of the Port Washington Police Department to provide employees with the opportunity to resolve their grievances with department administration equitably and effectively, and to respond to all grievances in accordance with applicable labor agreements, state statutes and department policy.

**II. DEFINITION**

- A. **GRIEVANCE:** Is a formal complaint against the employer, in written format, usually filed by a union steward on behalf of a member of the local union. It is typically understood as any difference arising out of the interpretation, application, administration or alleged violation of the collective bargaining agreement regarding wages, hours, working conditions, or a breach of the current labor agreement that is in effect but it can also concern violations of common law, such as workplace safety regulations or a human rights violation.

### III. PROCEDURES

#### A. Initiating a grievance – Represented Employees

1. Represented employees who disagree with an administration practice that directly impacts wages, hours or working conditions, may initiate a grievance in accordance with the procedures of their respective labor agreements.
2. The labor agreement establishes specific procedures for initiating a formal grievance to include:
  - a) Presenting or filing a grievance;
  - b) Procedural steps;
  - c) Time limitations; and
  - d) Employee representation.
3. The grievance procedure for the Port Washington Professional Policeman's Association is outlined in Article XXI of the labor agreement
4. The grievance procedure for AFSCME local 108 is outlined in Article XVIII of their labor agreement.
5. The Chief of Police or the Chief's designee shall be responsible for coordinating all grievances. A copy of all grievances along with the resolutions shall be maintained in the office of the Chief of Police.

#### B. Initiating a grievance – Non-Represented Employees

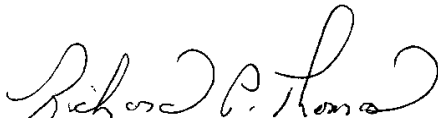
1. Non-represented employees who disagree with an administration practice that directly impacts wages, hours or working conditions, may initiate a grievance in accordance with the procedures outlined in the City of Port Washington Policy and Procedure Manual for Non-Represented Employees.
2. The Policy and Procedure Manual establishes and outlines specific procedures for initiating a formal grievance to include:
  - a) Presenting or filing a grievance;
  - b) Procedural steps;
  - c) Time limitations and
  - d) Appeal process
3. The grievance procedure for non-represented employees is outlined in Section 10.1 of the Policy and Procedure Manual.

C. Initiating a grievance – Department and Division Heads

1. Department and Division Heads who disagree with an administration practice that directly impacts wages, hours or working conditions, may initiate a grievance in accordance with the procedures outlined in the City of Port Washington Policy and Procedure Manual for Non-Represented Employees.
2. The Policy and Procedure Manual establishes and outlines specific procedures for initiating a formal grievance to include:
  - a) Presenting or filing a grievance;
  - b) Procedural steps;
  - c) Time limitations and
  - d) Appeal process
3. The grievance procedure for Department and Division Heads is outlined in Section 10.2 of the Policy and Procedure Manual.

**APPROVED:**

**DATE:**



5/5/09

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Chief Richard P. Thomas