

## 4.1.12 - Grievance Procedures

*Standard:* There shall be an established grievance procedure, available to all employees. The procedure shall identify matters that are grievable; establish time limitations for filing or presenting the grievance; establish steps and time limitations at each step in the grievance procedure; and establish criteria for employee representation. Formal grievance procedures shall be written in clear, concise terms.

*Suggested Evidence of Compliance:* Provide the grievance procedures and indicate how the procedures have been communicated to the employees. Include grievance procedures included in collective bargaining agreements, if applicable.

Informational reference in the *Management of Park and Recreation Agencies*, (2010), 3rd Ed., Chapter 16 – Human Resource Employment, pp 427-430.

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### **Agency Evidence of Compliance:**

DPRAC - 4.5.1 Comprehensive Personnel Policies Manual and 4.5.2 Distribution of Personnel Policy

**Agency Self Assessment:** MET

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