

---

# Butte County Mosquito and Vector Control District

## POLICY MANUAL

**POLICY TITLE:** Grievance and Grievance Procedures

**POLICY NUMBER:** 7180

**7180.1** This policy shall apply to all employees.

**7180.2** The purpose of this policy is to provide a procedure by which an employee may formally claim that he/she has been affected by a violation, misapplication, or misinterpretation of this MOU or District Policy.

**7180.3** Specifically excluded from the grievance procedure are subjects involving the amendment of state or federal law; resolutions adopted by the District's Board of Trustees, ordinances or minute orders, including decisions regarding wages, hours, and terms and conditions of employment and contents of evaluation or performance improvement plan documents.

### **7180.4 Grievance Procedure Steps.**

**7180.4.1 Level I, Preliminary Informal Resolution.** Any employee who believes he/she has a grievance shall present the evidence thereof orally to his/her immediate supervisor within five working days after the employee knew, or reasonably should have known, of the circumstances which form the basis for the alleged grievance. The immediate supervisor shall hold discussions and attempt to resolve the matter within five working days after the presentation of such evidence.

**7180.4.2 Level II, District Manager.** If the grievance has not been resolved at Level I, the grievant may present his/her grievance in writing on a form provided by the District (attached hereto as Appendix "A") to the District Manager within five working days after receiving a response of his/her immediate supervisor.

**7180.4.2.1**The District Manager shall communicate his/her decision in writing within ten working days after receiving the grievance and set forth the reasons for the decision. District Manager's decision shall be provided to the grievant and immediate supervisor, if appropriate.

**7180.4.3 Level III, Board of Trustees.** In the event the grievant is not satisfied with the decision at Level II, the grievant may appeal the decision in writing to the District Board of Trustees' within five (5) working days. The statement shall include a copy of the original grievance; a copy of the written decision by the District Manager; and a clear, concise statement of the reasons for the appeal to Level III.

**7180.4.3.1**The Board of Trustees shall, as soon as possible, schedule a hearing to formally receive the written grievance and hear evidence regarding the issue or issues raised therein. The decision shall be announced in open session and shall be final and binding.

**7180.5 Miscellaneous.**

**7180.5.1** If an employee does not present the grievance, or does not appeal the decision rendered regarding the grievance within the time limits specified above, the grievance shall be considered resolved.

**7180.5.2** By agreement in writing, the parties may extend any and all time limitations specified above.

**7180.5.3** The District Manager may temporarily suspend grievance processing on a District-wide basis in an emergency situation. Employees covered by this policy may appeal this decision to the Board of Trustees.

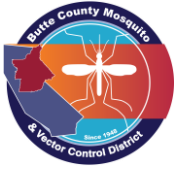
**7180.5.4** A copy of all formal grievance decisions shall be kept in a separate file.

**7180.5.5** "Working day" shall mean a day the District is open for business.

**7180.5.6** Time limits for appeals shall begin the day after receipt of grievance or of decision.

**7180.5.7** If the Immediate Supervisor/District Manager does not respond within the time limits, the grievant may appeal to the next level.

**7180.5.8** Grievant for whom the District Manager is the immediate supervisor may commence this process at level III, Section 7180.4.3.



Appendix "A"

**EMPLOYEE GRIEVANCE FORM**  
**BUTTE COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT**

Employee's Name: \_\_\_\_\_

Date: \_\_\_\_\_

Statement of grievance, including specific reference to provision of MOU or District Policy alleged to be violated, misapplied or misinterpreted:

---

---

---

---

---

---

---

Circumstances involved:

---

---

---

---

---

---

---

Decision rendered by the informal conference:

---

---

---

---

---

---

---

Specific remedy sought:

---

---

---

---

---

---

---

