



DENVER SHERIFF DEPARTMENT LODGE #27 FRATERNAL ORDER OF POLICE

1725 W. Elk Pl. • Denver, Colorado 80211-2326

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Career Service Rule 18-10 Definitions

- A. Grievance. For purposes of the Career Service personnel rules the term "grievance" shall mean an issue raised by a Career Service employee relating to the interpretation of rights, benefits or conditions of employment as contained in the Career Service personnel rules, the Charter of the City and County of Denver or ordinances relating to the career service.

Career Service Rule 18-12 Grievance Procedure

- A. If a work related dispute was not resolved through alternative dispute resolution* or if alternative dispute resolution was not previously attempted and a career service employee has a grievance as defined in Section 18-10(a) of this rule, the employee may file a grievance according to the following procedures:
1. Form: The grievance shall be presented in writing and shall be dated. It shall include the name and address of the grievant, the action which is the subject of the grievance, the date of the action and a statement of the remedy sought. The grievance form shall have a certificate of mailing or certificate of hand delivery which indicates the date the grievance was placed in the mail or was hand delivered to the immediate supervisor.
 2. Filing with Supervisor: The employee shall present a grievance to the immediate supervisor within ten (10) calendar days after notification of the action which gives rise to the grievance. The supervisor shall consider the grievance and within ten (10) calendar days give the employee dated, written notice of a decision. The immediate supervisor's written decision shall contain a certificate of mailing or certificate of hand delivery which indicates the date the supervisor's decision was mailed or hand delivered to the employee. The period of time shall be computed in accordance with subparagraph 19-22 a)2).
 3. Filing with the Agency Head: If the response of the immediate supervisor does not resolve the grievance and the employee wishes to pursue the grievance further, the employee shall present the grievance to the head of the agency, or designee, in writing with ten (10) calendar days after receiving the decision of the immediate supervisor. The grievance form filed with the head of the agency or designee must contain a certificate of mailing or certificate of hand delivery.

If the immediate supervisor has not responded to the grievance with ten (10) calendar days and the employee desires to pursue the grievance further, the employee must present the grievance in writing to the head of the agency or designee no later than ten (10) calendar days after the supervisor's response was due. The grievance form filed with the head of the agency or designee must contain a certificate of mailing or certificate of hand delivery.

The head of the agency, or designee, shall consider the grievance and shall give the employee dated, written notice of a decision within ten (10) calendar days from the date contained on the certificate of mailing or certificate of hand delivery. The written decision from the head of the agency or designee shall contain a certificate of mailing or certificate of hand delivery. The period of time shall be computed in accordance with subparagraph 19-22 a)2).

4. Filing with Career Service Authority: If the employee still feels aggrieved after receipt of this decision, or the agency head has not responded with ten (10) calendar days, and the grievance concerns an alleged violation of Charter provisions relating to the Career Service, ordinances relating to the Career Service, or the Career Service Rules, and the employee wants to pursue the grievance further, the employee must appeal to the Hearings Officer of the Career Service Board in accordance with the provisions of **Rule 19 APPEALS**. The period of time shall be computed in accordance with subparagraph 19-22 a)2).

A copy of the grievance and the replies from the immediate supervisor and the agency head or designee shall be attached to the appeal to the Hearings Officer.

Career Service Rule 19-22 Time Limitation and Form of Appeal

a) Time Limitation

2) The computation of the ten (10) calendar days shall be as follows:

- (a) The date of notice of the action shall be the date on the certificate of hand-delivery if hand-delivered to the appellant or the date on the certificate of mailing of the notice if sent by U.S. mail or interoffice mail.
- (b) The period of time for filing the appeal starts on the day following the date of notice of the action OR DATE OF INACTION.
- (c) Unless otherwise specified, all time periods are calendar days.
- (d) If the final date of the appeal falls on a day the Career Service Authority office is not open for business, the final date for appeal shall be construed to the next working day.
- (e) The appeal period ends at 5:00 p.m. (close of business) on the final date for appeal.

* Alternative Dispute Resolution Rules are available separately.



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GRIEVANCE FORM

Employee's Name _____ Home Phone _____

Address _____ Work Phone _____

Classification _____ Agency/Dept. _____

Action/Occurrence Giving Rise To The Grievance - (attach additional sheet if necessary)

Date Of The Action Above _____

Remedy Sought - (attach additional sheet if necessary)

Employee's Signature _____ Date _____

Employee's Representative _____ Phone # _____

Representative's Address _____

(First step grievance) I _____ (grievant) hereby certify that I (circle one) hand delivered/mailed by U. S. mail/sent through interoffice mail, the foregoing first step grievance, addressed to

_____, my immediate supervisor, this _____ day of _____.
(date) (month/year)

(Second step grievance) I _____ (grievant) hereby certify that I (circle one) hand delivered/mailed by U. S. mail/sent through interoffice mail, the foregoing second step grievance, addressed to

_____, the agency head or designee, this _____ day of _____.
(date) (month/year)

Form revised CSA 5/01

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