



Change to Personnel Rule 7. Employee Grievances

Summary

- Changed “reduction in pay” to “pay reduction” to be consistent with other references.
- Added language to clarify that deferred or denied general increases under Rule 3.C.1.e. are not pay reductions under this rule.
- Update approved by the Unified Personnel Board on October 6, 2022, to be effective immediately.

Background

On October 6, 2022, the Unified Personnel Board adopted revisions to Rules 6 and 7 to clarify the previously approved application of the revisions of Rule 3 regarding general increases adopted at the September 1, 2022 meeting.

Updates

- Revise the text in Personnel Rule 7, section E. Covered Issues and Level of Appeal Available as shown below. The text indicated in red underline was added and the text in yellow strikethrough was removed.

E. Covered issues and Level of Appeal Available

A Classified Service employee may grieve:

1. Discipline (verbal warning, written warning, suspension, demotion, pay reduction ~~in pay~~);
- Revise the text in Personnel Rule 7, Level of Appeal Available as shown below. The text indicated in red underline was added and the text in yellow strikethrough was removed.

Level of Appeal Available

Grievance Issue	Informal Resolution	Step 1: Department Head	Step 2: Informal Grievance Committee	Step 3: Unified Personnel Board
Discipline: verbal & written warnings	Yes	Yes	Yes	No
Discipline: suspensions, demotions, <u>pay</u> reductions in pay	Yes	Yes	Yes	Yes

- Add F.4. as shown below. The text indicated in red underline was added.

F. Exceptions

1. Dismissals are not subject to grievance. Dismissals of regular status employees may be appealed directly to the Unified Personnel Board pursuant to Rule 6.
2. Demotions for inability of regular status employees during the first six months after a promotion are not subject to grievance.
3. Layoffs and displacements under Rule 5 are not subject to grievance.
4. Deferred or denied pay increases under Rule 3 C.1.e. are not pay reductions under this Rule.