Two-Minute Tuesday Video Script: Employee Grievances

http://www.pinellascounty.org/hr/two/videos/grievance/grievance.html

Slide 1: Welcome to Two Minute Tuesday, I’m Jim Valliere. Our topic today is Employee Grievances.

Slide 2: Recently, the Pinellas County Unified Personnel System revised all of the Personnel Rules, and along with those revisions, there were also changes to the County’s rule regarding the filing of grievances.

Slide 3: Today we will highlight some of those changes. Employee grievances are now covered by Personnel Rule 7 which can be found on the Human Resources website.

Slide 4: A classified service employee can file a grievance if they believe one of the following issues is present.

Slide 5: They have received a formal discipline action which includes a verbal or written warning, suspension, demotion or pay reduction.

Slide 6: There has been a misapplication of a Personnel Rule or Unified Personnel Board Policy, as applied to the grievant.

Slide 7: There has been a misapplication of an established department policy, procedure, or rule that’s been approved by the Personnel Board and the issue pertains to the grievant.

Slide 8: The employee disagrees with a formally documented record of performance.

Slide 9: Or discretionary pay increases.

Slide 10: Situations in which a grievance could occur are rare, but can come up at any time. One such example is illustrated in this comic (boss says “Sure. I’ll allow you to participate in jury duty. But those days will have to count as vacation time.”)

Slide 11: One change in the rule is the steps of the grievance process. Now, if an employee believes they have a grievance, they are first encouraged to attempt resolution of the issue with the appropriate level of management before moving to a formal grievance.

Slide 12: If the issue is not resolved in this manner, the employee must file a written grievance with their department head within 15 calendar days of becoming aware of the situation. The department head then must respond to the employee within 7 calendar days of receiving the written grievance.

Slide 13: If the employee is not satisfied with the response, they may, in most circumstances, appeal to an informal grievance committee. This must be done within 15 calendar days of receiving the department head’s decision.

Slide 14: Finally, if the employee is unsatisfied with the informal grievance committee decision, they can, in limited cases, ask for a hearing before the Personnel Board. Please note that the new rule allows for all deadlines to be in calendar days and not working days.

Slide 15: Another recent change was adding an easy-to-use chart contained in the rule to clarify the grievance level available for each issue.
Slide 16: You can find all the information you need regarding the grievance process on the Human Resources website. From our web page, access our easy to use A to Z Index of Human Resources topics.

Slide 17: On the A to Z Index page, click on the letter “G” to take you to the grievance link.

Slide 18: You then click on the grievance procedures link which will take you to the grievance page.

Slide 19: The grievance process page gives you all the information you need to know about grievances and how to go about resolving them.

Slide 20: To access the fillable grievance form, you click on the Grievance Form and Instructions link, and the form will come up on your computer. If you have questions about the grievance rule or process, you can call Human Resources Employee Relations for information at 464-3506.

Slide 21: Thanks for tuning in to Two-Minute Tuesday. To subscribe or watch previous episodes, visit us online.