**CLINTON FIRE DEPARTMENT**

Village and Township of Clinton, Michigan

POLICY: GRIEVANCE PROCEDURES

**Policy # 76- 110**

**I. PURPOSE:**

1. This procedure affords all employees a means of resolving their grievances and complaints.

**II. PROCEDURE:**

1. This procedure should be utilized by all fire personnel in an attempt to resolve conflicts arising in the course of their employment.
2. The matter must first be taken up with the fire personnel’s assigned Captain within five (5) days of the alleged occurrence.
3. If the conflict cannot be resolved, the fire personnel may bring the matter to the attention of the Fire Chief within ten (10) working days. A meeting of the grievance board will then be convened within 14 days of such request. The board shall listen to the complaint of the aggrieved fire personnel, question any relevant witnesses, and review any relevant documents before rendering a judgment on the conflict.
4. The Grievance Board will consist of the Fire Chief, Assistant Fire Chief, and an assigned Captain.

III. **Grievance Board:**

1. If any members of the Grievance Board are involved in the conflict, they shall recuse themselves from the board. The Fire Chief will then appoint a replacement Fire Officer or Senior Member of the Fire Department to the board.
2. All non-disciplinary decisions of the Grievance Board shall be binding on all parties.
3. Any decision of the Grievance Board recommending disciplinary action will be subject to policy # 76-111 (Discipline).

AUTHORIZED BY: Dennis Keezer

TITLE: Fire Chief

DATE: 5/1/2012

Updated: 6/4/13