

ADOPTED: FEBRUARY 1, 2013

REVISED:

A. DISTRICT POLICY

The District strives for fair treatment of all employees, however, misunderstandings and problems may occur in any organization. The District intends that such matters be resolved as early and fairly as possible. Disagreements relating to work assignment, pay, promotion opportunity or any aspect of the work relationship should be openly discussed with the immediate supervisor. Supervisors and employees should make honest attempts to understand each other's perspectives and make every effort to resolve differences.

B. STEPS TO SOLUTION

If at any time an employee believes s/he is not being treated fairly, the employee may report the problem to the department head or the Fire Chief. Several steps are suggested to insure that a prompt and fair resolution is achieved.

1. Talk with your supervisor as soon as possible. Your department head is the person responsible for what goes on in your work areas. She/he will review your problem, and keep you informed of the progress.
2. If you believe the problem is not properly resolved you can file a written statement concerning the problem with your officer. A copy should be sent to the Fire Chief. You will be given a written reply by your officer within ten (10) working days after the written statement is received, unless additional time is needed.
3. The Fire Chief will review any decision upon request, investigate further if appropriate, and issue a decision. The employee's request for consideration of the decision should be made within ten (10) working days from receipt of the supervisor's decision. The employee may present further facts, documents or argument.
4. The District cannot guarantee that an employee's point of view will be accepted, but supervisors and the Fire Chief will always listen, and make every effort to insure that problems are resolved fairly and in the public interest.