

## EMPLOYEE CONCERNS/GRIEVANCES

### **Purpose**

It is the desire of the County that employee concerns or grievances are addressed informally, and both employees and supervisors are expected to make every effort to resolve problems as they arise. However, it is recognized that there may be concerns or grievances, which will be resolved only after a formal review. No employee shall be disciplined or discriminated against in any way due their bringing a concern or grievance to a higher level of supervision or to Human Resources.

### **Definitions**

An employee concern can be based on any issue an employee has, the list being unlimited. Some examples are: a question regarding how a procedure has been implemented or reporting a potential violation of law, rule or policy.

A grievance is a complaint made by an employee concerning the interpretation of the County policies or procedures, departmental work rules, or disciplinary action affecting that employee.

### **General Guidelines**

Rockdale County supervisors and managers should have the opportunity to act on all concerns or grievances regarding County ordinances, policies and practices. Employees who have concerns or grievances about a County ordinance, policy or practice should first bring those matters to the attention of County superiors through the chain of command. If after that discussion there is still a need for clarification, the employee should contact the Director of Human Resources to discuss the concern or grievance. This policy does not prohibit employees from bringing matters of legitimate public interest to the public's attention.

The Director of Human Resources is the final level in the review of concerns or grievances. If the issue regards an employee who has been suspended without pay, demoted, or involuntary dismissed, the employee will be advised to follow the Appeals Process, per the Appeals Process Policy.

**No employee shall be disciplined or discriminated against in any way because of the proper use of this policy.**

**Policy Change**

The County reserves the right to delete, modify, amend or terminate this policy at any time, with or without prior notice.

Approved this 14 day of March, 2006.

Board of Commissioners  
Rockdale County, Georgia

By: Roy J. Middlebrooks  
Roy J. Middlebrooks, Chairman

Attest:

By: Jennifer Rutledge  
Jennifer Rutledge, County Clerk