

LDWA PERSONNEL POLICIES AND PROCEDURES

SECTION IX: GRIEVANCE PROCEDURES

1. GENERAL POLICY.

- A. Employees or Board members who perceive that they have a grievance against LDWA should exhaust the administrative procedure set forth in the body of this policy before addressing their grievance through any other forum. An employee or Board member may file a grievance about any perceived work related injustice or oppression resulting from an act occurrence, omission, condition, or unfair labor practice. Issues addressable throughout the grievance process include, but are not limited to:
- (1) Employee/LDWA Board member relationships.
 - (2) Duty assignments not affecting job classification.
 - (3) Shift and job location assignments.
 - (4) Working conditions.
 - (5) Practices affecting granting of leave.
 - (6) Disciplinary Action.
 - (7) Sexual Harassment.
- B. Grievances should be resolved at the lowest administrative level possible. Employees and Board members shall attempt to resolve grievances informally by discussing the grievance issues before any formal written grievance is filed. Each employee pursuing a formal grievance must prepare and submit a separate written grievance/appeal. Written grievances shall contain, at a minimum, the following information:
- (1) Name of the employee.
 - (2) Date the occurrence or action underlying the grievance occurred.
 - (3) Nature of the grievance.

- (4) Historical information related to the grievance.
 - (5) Requested resolution.
 - (6) Signature of the employee filing the grievance and date filed.
- C. Employees will be allowed a reasonable amount of time during work to prepare written grievances. Employee grievances must be filed within ten (10) days of the occurrence or event giving rise to the grievance, or within ten (10) days of when the employee acquires knowledge of the occurrence or event giving rise to the grievance.
- D. At each level of the grievance process, after the LDWA Board or designee has received an employee grievance, the LDWA Board or designee shall have ten (10) working days to respond in writing to the grievance.
- E. If the LDWA Board or designee is unable to answer the grievance within the specified time period due to extenuating circumstances, the administrator may take an additional ten (10) working days to answer the grievance if they notify the employee in writing of the exigent circumstances and that the extension is being exercised. If the grievance remains unresolved or the decision is considered unacceptable, the employee may appeal the decision to the next level of appeal.
- F. Absent exigent circumstances, if the LDWA Board or designee fails to respond within the allotted time, the employee may proceed to the next level of appeal, meeting with at a minimum, a quorum of the LDWA Board.
- G. Only the issues presented in the original grievance may be considered throughout the appellate process. A grievance and any necessary appeals shall be processed through the chain of command.
- H. The decision of the LDWA Board constitutes the final level of appeal and is final and cannot be appealed.
2. **CONFIDENTIALITY.** Written Grievance Forms shall be kept private. The LDWA Board will declare the grievance documents to be confidential and/or order the entire record, or any part of it, be kept sealed.
3. **FILING.**
- A. No document relating to a grievance shall be placed in the employee's personnel file.

- B. If any disciplinary action against an employee is rescinded as a result of the grievance process, the LDWA Board shall remove the record of the disciplinary action from the employee's personnel file.

- C. If any disciplinary action against an employee is modified as a result of the grievance process, the unmodified record of disciplinary action shall be removed by the LDWA Board from the employee's personnel file and the modified record of the disciplinary action shall be placed in the employee's personnel file.