

submitted to the Administrative Services Department no later than ten (10) working days after the events upon which the grievance is based. Grievances filed after that date will not be considered. The grievance form shall include a brief explanation of the problem that is the basis of the grievance as well as the employee's suggestion for resolving the problem. The grievance form shall include all other information that may be useful in resolving the problem.

Written Grievance: The Administrative Services Department shall provide a copy of the written grievance to the employee's Department Head. At the option of the Department Head, further informal discussions may be held with the grievant prior to the hearing by the Grievance Committee.

Grievance Hearing Procedures: Grievance hearings shall be scheduled by the Administrative Services Department and shall be set for a time and place convenient to the participants. The hearing may recess and reconvene from time to time so as to permit the Committee to complete its work. Minutes of the Committee's proceedings shall be taken by the Administrative Services Department, and shall be maintained by that office. Additionally, a video recording shall be made of the grievance hearing and a copy of such recording shall be maintained by the Administrative Services Department.

Format of Grievance Hearing: The grievant shall appear in person and, at his or her option, may have one person present to represent the grievant. The Department Head may be represented by the Webb County Attorney's Office. The grievant shall have the opportunity to present an opening statement, present testimony and evidence, and present a closing statement. The same opportunities shall be extended to the Department Head following the grievant's presentation. The purpose of the hearing is to give the parties a fair and impartial hearing and the Grievance Committee may modify the format of the hearing to achieve that purpose.

Each member of the Webb County Commissioners Court shall appoint one member of the Webb County Grievance Committee. The Committee member may be an elected Webb County Official, a non-elected Department Head, a Webb County employee, or a member of the general public.

Members of the Employee Grievance Committee shall serve at the pleasure of the Commissioners Court or until replaced.

Presiding Officer: Upon the seating of any new member of the Committee or no less frequently than annually, the Members shall elect a Chairman who shall preside over the meetings and hearings and a Vice Chairman who shall serve if the Chairman is unable to do so.

Recusal: Any member of the Grievance Committee who is employed in the same department as the grievant shall recuse himself or herself from serving on the Committee for that grievance only. A member shall also recuse himself or herself if he or she is related to the grievant or has any other relationship with the grievant that would give the member's participation even the