

14.00 GRIEVANCES

14.01 POLICY

It is the policy of Webb County, insofar as possible, to prevent the need for employee grievances and to deal promptly with those which occur. The grievance procedure outlined herein below is available only to those employees who are not covered by civil service.

14.02 GROUNDS FOR A GRIEVANCE

Any difference or disagreement between the County and any employee shall constitute a grievance and must be taken up by the employee in the manner set forth in the following sections.

14.03 INFORMAL GRIEVANCE

The first step in the grievance procedure is for the employee to resolve the grievance by an informal conference with his or her immediate supervisor or Department Head within **five (5)** working days after the events upon which the grievance is based. If informal conference does not result in a resolution of the problem(s) that is satisfactory to the employee, he or she may file a formal grievance. No grievance hearing may be held unless the employee first attempts a resolution of his or her problems through this informal grievance procedure.

14.04 COMPOSITION OF GRIEVANCE COMMITTEE

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 appearance of impropriety. If the member fails to recuse himself or herself from serving under such circumstances, either party or a member of the Committee may call for a vote of the Committee on the question of recusal. The vote of a majority of the remaining Committee Members voting shall govern. A tie vote shall result in recusal of the Member.