

XIII. GRIEVANCES FOR NON-CIVIL SERVICE

13.01 Policy: Employees are encouraged to discuss their work-related concerns with their Department Heads or Elected Officials who have the authority to address the concerns. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level. The grievance procedure outlined herein below is available only to those employees who are not covered by civil service. An at- will employment relationship, standing alone without benefit of recognized exception triggers no due process requirement nor right.

13.02 Grounds for Grievance:

A work related employment complaint shall constitute a grievance and must be addressed in the following matter. Verbal counseling, written reprimand or employee evaluation cannot be the subjects of a personal grievance but an employee may submit a written rebuttal that will be placed in the employee's personnel file.

13.03 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.

13.04 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.

13.05 Committee 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.