



Employee Relations Grievances & Appeals

Human Resources

Human Resources Board

February 1, 2016

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OVERVIEW

- Grievances and Appeals
- Bargaining Units
 - Memoranda of Understanding (MOUs)
- Non-represented Units
 - Employer-Employee Relations Resolution of the City of Riverside (EERR)



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GRIEVANCES & APPEALS

- Grievances
 - Violation, misinterpretation or misapplication of specific written provisions in MOUs, the City's Fringe Benefits & Salary Plan (FBSP), or other City policies/procedures
- Appeals
 - Formal questions as to the correctness of a ruling
 - Generally applied to appeals related to discipline given



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GRIEVANCES & APPEALS

- Grievances and appeals are handled under the provisions of the EERR or MOU for each respective unit through their *Grievance Procedures*



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BARGAINING UNITS

- Fire (2)
 - Riverside City Firefighters' Association (RCFA)
 - Riverside Fire Management Group (RFMG)
- Police (3)
 - Riverside Police Officers' Association (RPOA)
 - RPOA Supervisory
 - Riverside Police Administrators' Association (RPAA)



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BARGAINING UNITS

- IBEW (2)
 - Field/Utility Unit
 - Supervisory
- SEIU (2)
 - General Unit
 - Refuse Unit




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GRIEVANCE PROCEDURES


Bargaining Unit	Informal Step	Step One	Step Two	Step Three
RCFA/RFMG RPOA RPOA Supv RPAA	With supervisor, up to division head, within 10 working days of act	With the Department Head, within 5 working days of act/decision	With Assistant City Manager, within 10 working days of decision. CM decision is final.	For disciplinary grievances of suspension and above, appeals made to hearing officer. Binding arbitration
IBEW Utility Unit IBEW Supv Unit	With supervisor	With Department Head and HR Director, within 10 working days of act	With City Manager or designee, within 10 working days of decision.	Binding arbitration within 30 working days of decision.


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GRIEVANCE PROCEDURES

Bargaining Unit	Informal Step	Step One	Step Two	Step Three
SEIU General SEIU Refuse	With supervisor	With Department Head and HR Representative, within 10 working days of act.	With City Manager, within 10 working days of decision. Appeals related to Skelly process heard at step two.	Binding arbitration, within 15 working days of decision.


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NON-REPRESENTED UNITS

- Former Management I/II and Confidential
 - Management
 - Senior Management
 - Confidential
 - Professional
 - Para-professional
 - Supervisory
- Executive Group



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EMPLOYER/EMPLOYEE RELATIONS RESOLUTION (EERR)

- EERR covers employees who are not otherwise represented by a bargaining unit
- Adopted by City Council in August 1983



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EERR - GRIEVANCE & APPEAL PROCEDURE

- Alleged violation of, or complaint arising out of administration of ordinances or regulations dealing with:
 - Administration of personnel
 - Salary
 - Other benefits
- Alleged improper treatment of employee
- Alleged violation of safety practices, or procedures



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EERR - GRIEVANCE & APPEAL PROCEDURE

- Informal Step
 - With supervisor, including division head, within 10 working days of incident
- Step One
 - With Department Head, within 10 working days



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EERR - GRIEVANCE & APPEAL PROCEDURE

- Step Two
 - Request hearing with HR Director for transmittal to the HR Board, within 5 working days of decision
 - Chairman of the Board sets hearing date
 - Board hears the case and submits written findings and conclusions together with such recommendations to the City Manager within 10 working days of hearing



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EERR - GRIEVANCE & APPEAL PROCEDURE

- Step Two (continued)
 - City Manager or Manager Pro Tem makes decision within 5 working days of receipt of HR Board recommendations
 - City Manager decision shall be final and conclusive



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EERR – OTHER GRIEVANCES

- Other grievances which cannot practically be considered under this procedure may be processed directly with the Municipal Employee Relations Officer upon written notice
- If not adjusted to the satisfaction of the aggrieved parties, it may be submitted to a mutually acceptable impasse procedure



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EERR – OTHER GRIEVANCES

- If still not adjusted or no mutually acceptable impasse procedure, the aggrieved parties may file a written appeal to the City Council for final determination after recommendation by the HR Board



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Thank You



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