

NEW CASTLE COUNTY

PERSONNEL POLICY

NUMBER	3.14
PAGE	1 of 1
DATE	05/01/01

SUBJECT: UNION BUSINESS/GRIEVANCE
PROCESSING INVESTIGATION

APPROVED:



OBJECTIVE: To set forth the policy of New Castle County Government with respect to the required reporting procedure to be followed by the members of the grievance committee, area stewards, and other employees on union business during working hours.

STATEMENT: The Chairperson of the Grievance Committee and area stewards may leave their places of work without loss of pay with the understanding that the time will be devoted to proper investigation and processing of grievances as specified in the grievance procedure herein. The President of the Union shall be excepted from this requirement and may absent himself/herself from work without loss of pay for legitimate union business.

The President of the Union, employees, area stewards and members of the Grievance Committee shall, upon leaving and returning to their place of work, report to the general manager, manager, or designated supervisor.

Such employees will continue to work at their assigned job except when required to process grievances as provided herein.

County employees released for attendance at grievance procedures are to report for duty immediately upon being excused from those proceedings. Failure to comply with these requirements will result in a loss of pay for the time absent from work as well as possible disciplinary action.

REQUIRED ACTION: The departmental general managers, managers, and supervisors shall be responsible for the implementation of and compliance with the above-stated policy.

Revised: 10/13/87
Revised: 09/01/97
Revised: 05/01/01