ORANGE COUNTY SOCIAL SERVICES AGENCY

ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL

Subject: Grievance Processing **Number:** C 5

POLICY

A grievance may be filed if a management interpretation or application of the provisions of the various Memoranda of Understanding adversely affects an employee's wages, hours or conditions of employment. All grievances shall receive independent analysis and consideration of potential solution at each step of the procedure. Every reasonable effort shall be made by the County and the employee to resolve a grievance/appeal at the lowest possible step in the grievance/appeal procedure.

- 1. The formal grievance process for each bargaining unit can be found in the "Grievance" section of their respective Memorandum
 - of Understanding (MOU). All bargaining unit MOU's can be located at: http://ocgov.com/gov/hr/er/mous.
- 2. To access the County of Orange Employee Grievance/Appeal Form, click the link below:

http://bos.ocgov.com/hr/hrportal/docs/docs forms/form grievance appeal.pdf.