

# SALINE COUNTY PERSONNEL POLICIES AND PROCEDURES

**EFFECTIVE DATE:** 01-01-19  
**SUPERSEDES:** 12-16-14

**SECTION NO. 20 PAGE 1**  
**POLICY NO. 18 OF 2**

**SUBJECT:** Performance, Grievance, Disciplinary Action & Termination Appeals  
**RELATED POLICY NO.** 40.26a, 40.26b

**SCOPE:** All Employees of Saline County

The following procedure shall be followed when an employee:

- a) Feels that he/she has not received a fair and correct overall performance appraisal;
- b) Feels a grievance/dispute has occurred regarding the interpretation and application of the provisions of work agreements and/or Saline County Policies and Procedures; or
- c) Appeals any disciplinary action taken by the County excluding termination.

A SCAPE steward, Fraternal Order of Police Member or Officer shall be present at all stages of the appeal procedure, if the employee so desires. Time shall be allowed to the employee and the SCAPE representative for the participation in the procedure. This time shall be coordinated through the appropriate Supervisor(s).

For the purpose of this policy, working days shall not include weekends and holidays.

- A. The employee shall discuss the appeal with the immediate Supervisor within five (5) working days of the notification. If the appeal is not resolved within ten (10) working days, the employee may proceed with step B.
- B. The employee may file his/her appeal with the Department Head by requesting a meeting in writing. This must be done within five (5) working days from the date of the Supervisor's response or the date it was due. The Department Head will meet with the employee and provide a written response to the employee within ten (10) working days. If the appeal is not resolved to the employee's satisfaction, the employee may proceed with step C.
- C. The employee may file his/her appeal with the County Administrator. This must be done within five (5) working days from the date of the Department Head's response or the date it was due. The appeal shall be submitted in writing and shall include:
  - a) A brief and concise statement of the dates and facts surrounding this appeal and any other pertinent information.
  - b) The dates the employee conferred with his/her Supervisor and Department Head.
  - c) The remedial action requested by the employee.

The County Administrator or his/her designee will meet with the employee and provide a written response to the employee within ten (10) working days. If the appeal is not resolved to the employee's satisfaction, the employee may proceed with step D.

- D. The employee may file his/her appeal with the County Commission. This must be done within five (5) working days from the date of the County Administrator's response or the date it was due. The appeal shall be submitted in writing and shall include the information listed in step C above. The County Commission will meet with the employee and provide a written response to the employee within ten (10) working days. This is the final step.

The following procedure shall be followed for termination appeals:

- A. The appeal shall be submitted in writing by the employee to Human Resources. This must be within five (5) working days following notification of the employee.
- B. The Human Resource Director shall notify the Department Head that an appeal has been filed. The Department Head shall provide documentation that termination/disciplinary policies and procedures have been followed. When applicable, documents validating counseling records on file in the employee's personnel file should also be provided to the Human Resource Director.
- C. An appeal hearing before the County Administrator would be scheduled. He/she would review all the information provided by the employee, the Department Head and the Human Resource Director. Either party may call witnesses as they desire. The County Administrator or his/her designee will meet with the employee and provide a written response to the employee within ten (10) working days. If the appeal is not resolved to the employee's satisfaction, the employee may proceed with step D. This step would not be used by employees that report directly to the County Administrator; they would use the next step.
- D. If the employee is not satisfied with the County Administrator's decision, he/she can request a hearing before the County Commissioners. This must be done within five (5) working days of receiving the County Administrator's decision. Either party may call witnesses as they desire. The County Commissioners shall meet with the employee and provide a written response to the employee within ten (10) working days. This is the final step.



Robert Vidricksen, Chairman  
Saline County Board of Commissioners