
GREIVANCE POLICY

A grievance is any formal dispute concerning the interpretation, application and enforcement of any personnel policy or procedure of the Monroe Municipal Utilities Authority. All grievances from non-union employees must be presented within five (5) working days after arising and failure to report a grievance within such time shall be deemed as a waiver of the grievance. In the event of a settlement or ruling that results in a determination of monetary liability, such liability shall not exceed more than thirty (30) working days prior to the date the grievance was first presented in writing.

Step One:

Any employee or group of employees with a grievance shall verbally communicate the grievance to the Supervisor who will discuss the matter with the Executive Director. The Supervisor will communicate the decision to the employee within five (5) working days.

Step Two:

If the employee is not satisfied with the decision, the employee must submit a written grievance to the Executive Director detailing the facts and the relief requested. The decision in step one will be deemed final if the employee fails to submit a written grievance within five (5) working days of the step one decision. After consulting the Solicitor as appropriate, the Executive Director will render a written decision to the employee within five (5) working days after receipt of the written grievance.

These limitations do not apply to employee complaints made under the General Anti-Harassment Policy, the Anti-Sexual Harassment Policy or the Whistle Blower Policy.