

County of Cumberland Board of Chosen Freeholders	Policy Number: 4.06	Pages: 1 of 1
Chapter: General Procedures	Effective Date: January 11, 2007 Supersedes policy dated: 8/11/1994	
Subject: Grievances		

I. POLICY:

Cumberland County Government shall establish a grievance procedure to ensure that all employees are treated fairly and equitably. The procedure shall be designated to secure at the lowest possible level, equitable solutions to problems which may arise affecting the terms and conditions of employment.

II. DEFINITIONS: NONE

III. PROCEDURE:

A. Department heads shall be familiar with the collective bargaining agreements that contain grievance procedures pertaining to those represented.

B. Non-Union employees shall present a written grievance in the following manner:

1. To immediate supervisor
2. To division director if applicable
3. To the department head
4. To the County Director of Personnel and Human Resources

C. Person hearing non-union grievance shall present a written response within 5 working days.

D. Non-Union employees shall be advised that grievances involving discipline be handled through the N.J. Department of Personnel. (See policy #3.02)