



County of San Diego

SUSAN BRAZEAU
ACTING DIRECTOR

DEPARTMENT OF HUMAN RESOURCES
LABOR RELATIONS
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LETTER OF UNDERSTANDING
BETWEEN THE
COUNTY OF SAN DIEGO
AND THE
SERVICE EMPLOYEES INTERNATIONAL UNION, LOCAL 221
(SW UNIT)

GRIEVANCE PROCEDURE – CLEAN UP

- I. This attests to and records the agreement of the parties to change the Grievance Procedure timeframes to consistently utilize calendar days.

- II. Specifically, the parties agree, that ARTICLE 12. GRIEVANCE PROCEDURE, Section D. Formal Written Grievance to Employee's Supervisor, Section F. Grievance to Agency Head & Section I. Informal Review by Labor Relations Office shall be modified as follows:
 - D. Formal Written Grievance to Employee's Supervisor

If the employee chooses to formally pursue his/her grievance, he/she shall present the written grievance to his/her immediate supervisor within **ten (10) calendar** days after the date upon which the grieving employee informally discussed the grievance with the supervisor. The written grievance shall specify the Article, Section, and/or Subsection of this Agreement which is alleged to have been violated by the County, and shall specify dates, times, places and persons, and other facts necessary to a clear understanding of the matter being grieved. The immediate supervisor shall return a copy of the written grievance to the employee with his/her answer thereto in writing within **ten (10) calendar** days after receipt of the written grievance. If the grievance is not resolved at this level, the employee shall have **ten (10) calendar** days from receipt of the supervisor's answer within which to file an appeal to the next level.

F. Grievance to Agency Head

The Agency Head, or the Agency Head's designee, shall have fifteen (15) **calendar** days in which to review, and answer the grievance in writing. Unless waived by mutual agreement of the employee or his/her representative and the Agency Head or the Agency Head's designee, a meeting is required at this level and the employee and his/her representative shall have the right to be present and participate in such a meeting. The time limit at this level may be extended by mutual agreement between the Agency Head, or the Agency Head's designee, and the employee or his/her representative.

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I. Informal Review by Labor Relations Office

Prior to the selection of the arbitrator and submission of the grievance for hearing by said arbitrator, the Labor Relations Office shall informally review the grievance and determine whether said grievance may be adjusted to the satisfaction of the employee. The Labor Relations Office shall have ten (10) **calendar** days in which to review and seek adjustment of the grievance.

III. This Letter of Understanding is effective upon the signatures of both parties and will be incorporated into the next Memorandum of Agreement.

FOR THE COUNTY OF SAN DIEGO

**FOR THE SERVICE EMPLOYEES
INTERNATIONAL UNION, LOCAL 221
(SW UNIT)**



KEVIN POWELL
Labor Relations Officer

DAVID GARCIAS
President

Date: 3/19/14

Date: 4/8/14