



SACRAMENTO POLICE DEPARTMENT GENERAL ORDERS



220.02 EMPLOYEE GRIEVANCES 07-17-2023

PURPOSE

The purpose of this order is to provide guidance to present and resolve grievances of all employees of the Sacramento Police Department (SPD).

POLICY

It shall be the policy of SPD to resolve grievances in an orderly manner and resolve them promptly.

PROCEDURE

A. DEFINITIONS

1. GRIEVANCE - A good faith complaint of one or more employees, or a dispute between the city and a labor group involving the interpretation, application, or enforcement of the express terms of an agreement with the employee's labor group.
2. MEMORANDUM OF UNDERSTANDING (MOU) – An agreement between two or more parties that is formally documented in writing.
3. PARTY - An employee, recognized employee organization, the city, or their authorized representatives.
4. SUPERVISOR – An employee charged with assigning, reviewing, and directing the work of another employee.

B. GRIEVANCE PROCESS

1. Employees believing or having cause for a grievance may contact their supervisor alone or with a representative. If, after discussions with the supervisor, the employee does not feel the grievance has been properly adjusted, the grievance may be documented in writing.
2. Employees should review the MOU governing the terms of employment for their job classification and consult their labor representative to identify the applicable grievance processes and appropriate basis for utilizing the department's grievance procedures.
3. An employee's labor group MOU shall take precedence of concerns of this order.
 - a. Current and past collective bargaining agreements are contained in the SPD Automated Manual System.