

Burleson Police Department

Administrative Policy and Procedures

Number: 03-002.

Document Title: Appeal and Grievance Procedures

Effective Date: 1/15/2008

Last Revised Date: 02/20/2017

CALEA Standards Referenced: 25.1.1; 25.1.2; 25.1.3; 26.1.6; 35.1.5

ISSUING AUTHORITY: _____

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- I. The City of Burleson Human Resources Director coordinates grievance and appeal procedures as outlined in the Human Resources Policy Manual. [25.1.2] Grievance and appeal procedures will be followed as outlined in this policy as well as the City of Burleson Personnel Policy Manual. Every effort should be made to resolve any complaint at the lowest level of supervision as possible.
- A. Definitions
1. Appeal – A plea or request for help with a decision or verdict. A request to have an action to be reconsidered.
 2. Grievance – an allegation that an employee’s employment conditions or protected rights have been adversely affected. [25.1.1a]
 3. Complaint – an allegation that an employee’s nonspecific employment conditions have been adversely affected.
- B. Procedures – Grievance
- To be considered, a grievance must be filed within 10 (ten) working days from the occurrence. [25.1.1b] The procedures for grievance are outlined in the City of Burleson Policy Manual. [25.1.1d]
1. There are no provisions for representation in the grievance procedure. [25.1.1e]
- C. Procedures – Appeal [26.1.6]
1. Any employee receiving a disciplinary reprimand has the right to appeal, in writing, to the Chief of Police. The appeal must be filed as outlined in the City of Burleson Employee handbook (Chapter V section 5.3). There are no provisions for representation during the appeal of a reprimand. [25.1.1e]
 2. Any disciplinary action resulting in time or money loss can be appealed in the form of a complaint and filed with the Human Resource Director and the City Manager’s office. The appeal must be filed as outlined in the City of Burleson Employee handbook (Chapter V section 5.3). [26.1.6]
 3. There are no provisions for representation in the appeal procedure. [25.1.1e]
- D. All grievance and appeal procedure records shall be maintained by the City of Burleson Human Resources Department.

- E. The Support Bureau Captain will complete an annual analysis of its grievance, as well as supporting policies and practices in an effort to identify trends and take steps to minimize the cause of such grievances.
[\[25.1.3\]](#)