



**OFFICE OF THE DIRECTOR
THE UNIVERSITY OF TEXAS SYSTEM POLICE
POLICIES AND PROCEDURES MANUAL**



TITLE: GRIEVANCE PROCEDURE		
POLICY NUMBER: B-10	EFFECTIVE DATE: 11/01/05	RESCINDS / AMENDS: ATTACHMENT TO CODE OF CONDUCT
RELATED LAWS:	RELATED STANDARD(S) / RULE(S): A-1 Chapter 6 – UT System Police Standards B-8 Code of Conduct B-11 Discipline and Appeal	

I. PURPOSE

To establish a grievance procedure for University of Texas System Police.

II. POLICY

It is the policy of the University of Texas System to seek fair and equitable solutions for problems arising from the employment relationship and to meet the requirements of state and federal law. The unique role of the police officer, who is subject to a Code of Conduct, requires that a separate grievance procedure be established System-wide.

III. SCOPE

- A. This grievance procedure is available to all officers and includes officers in a probationary status. An “officer” is defined in Policy Number B-8, Code of Conduct Section 1.3.10.
- B. This procedure does not apply to:
1. decisions or actions that are reviewable pursuant to procedures provided by Policy B-11, Disciplinary and Appeal Procedure, or other approved policies or procedures of The University of Texas System or its institutions; or
 2. suspension with pay pending investigation of allegations relating to an officer.
- C. This procedure is available for the grievance of an officer concerning wages, promotions, hours of work, working conditions, performance evaluations, merit increases, job or shift assignments, oral reprimands, disciplinary action resulting in a written reprimand or probation, or interpretation or application of official policy.

- D. The written grievance and all written decisions and/or responses regarding the complaint will be part of the personnel file of the officer.
- E. If the officer does not receive a response to a grievance within the time limit prescribed in this procedure, the officer may proceed to pursue his or her grievance to the next step of the procedure.

IV. PROCEDURE

A. Step One

The officer shall informally present his or her complaint to the first-line supervisor for discussion and consideration within five (5) workdays from the date of the action which is the subject of the complaint or within five (5) workdays of when the officer first became aware or should have become aware of the action being grieved. If the first-line supervisor is the subject of the complaint, the officer may address the complaint informally to the next appropriate supervisor in the chain of command. The supervisor has five (5) workdays to render a decision regarding the grievance.

B. Step Two

If the grievance is not satisfactorily resolved in Step One, the officer may present the grievance to the next appropriate supervisor in the chain-of-command within five (5) workdays from the date the Step One supervisor rendered a decision. A written decision will be mailed to the officer within five (5) workdays of receipt of the grievance.

If the grievance is not satisfactorily resolved, the officer may continue to informally present the grievance in the same manner to the next appropriate supervisor in the chain-of-command. At each step, the grievance must be presented within five (5) workdays of the date of the written response of the last supervisor in the chain-of-command to whom it was presented and a written response provided to the officer within five (5) workdays after receipt of the grievance.

C. Step Three

Complaints not satisfactorily resolved in Step Two may be appealed in writing to the Chief of Police within five (5) workdays of the date of the Step Two decision. The documents should be clearly identified as a grievance, contain a concise statement that explains the specific issues, explain why the Step Two decision is incorrect or unacceptable, and contain the officer's recommendation for attaining an acceptable remedy. Within a reasonable time, not to exceed thirty (30) calendar days following receipt of the grievance, a written decision will be provided to the officer by the Chief of Police or designee. The decision of the Chief of Police or designee is final.

Roy R. Baldrige
Director of Police

REVIEWED BY OFFICE OF GENERAL COUNSEL:

APPROVED: