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Effective Date: May, 2013	Revision Date: September 2017
Amends/Supercedes:	Approved by: Chief Kevin Higdon
Meets Accreditation Standard:	11.1, 11.2

Section 600.50 Grievance Procedure

Statement of Purpose

The Shively Police Department shall utilize the guidelines for grievance procedures as set forth by the Kentucky Revised Statutes and the collective bargaining agreement.

Grievance Matters

Items that may be grieved follow under one of the following:

- Wages.
- Hours.
- Working conditions.
- Or any alleged violation of the collective bargaining agreement.

Process

Grievances are to be brought to the Office of the Chief of Police in writing by the union president or his designee within 10 days of the incident or the time the employee becomes aware of its occurrence. The Chief of Police will coordinate the grievance process. Once the grievance has been submitted the following will take place:

Step One: The aggrieved Employee who shall be accompanied by one Lodge representative may present the grievance to the Chief of Police within ten (10) calendar days of the incident causing the grievance or from the time the Employee becomes aware of its occurrence. If not settled in the first step within five (5) calendar days then...

Step Two: The grievance shall be handled between the Lodge representative (who may be accompanied by the aggrieved Employee) and the Mayor. If not settled in the second step within five (5) calendar days, unless an extension of time is agreed to by both parties then...

Step Three: The grievance shall be handled between the Lodge representative, the grievant and with three (3) Civil Service Board members designated by the Mayor and the Chief of Police.

Step Four: Any question as to the interpretation of this agreement or as to any alleged violation of the terms of this agreement, which is not otherwise settled to the mutual satisfaction of the parties hereto, shall at the request of either party be submitted for arbitration within thirty calendar (30) days from the step 4 meeting.

Step Five: The parties shall meet within five (5) calendar days after the notice of desire to arbitrate is received for the purpose of submission agreement setting forth the issue to be arbitrated and the place where the hearing shall be held (which shall be in the

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Commonwealth of Kentucky). Both parties shall cooperate to bring about a prompt execution of the submission agreement.

Within five (5) days of the execution of the submission agreement, each party shall nominate its arbitrator and furnish him/her with a copy of the submission agreement. The two (2) named arbitrators shall select a third, impartial arbitrator who shall act as chairman of the board of arbitration and be furnished with a copy of the submission agreement. If no agreement for a chairman is reached within ten (10) days, a list, or lists of arbitrators shall be requested by either arbitrator from the American Arbitration Association and upon receipt of the same, the named arbitrators shall select a chairman. The chairman shall confer with the other two arbitrators to determine a time for the hearing. The decision of the majority of the three arbitrators shall be final and binding upon both parties hereto. The fees and expenses of the third arbitrator shall be borne equally between the city and the Lodge.