

EPA4700 Attachment - XI Grievance Procedure

Funding Opportunity Number: EPA-R-OAR-CPRGI-23-07

Applicant: Hampton Roads Sanitation District

Project: Implementation of Partial Denitrification with Anammox (PdNA) in Wastewater Treatment to Reduce Greenhouse Gas

Procedure

First Step: Supervisor

- (1) Within sixty (60) days after the occurrence or condition causing the grievance (except as noted below), the employee affected may identify the grievance verbally to his immediate supervisor. Within five (5) working days, the supervisor will give his or her response to the employee with respect to the grievance or will advise the employee that additional time for a decision is needed, in which case a decision must be given within the next five (5) working days.

In cases where a dismissal or a recommendation for dismissal is involved or a change in position, employees have ten calendar days from the date the Written Notice is issued to initiate the grievance process, unless additional time is awarded in writing by the Director of Talent Management, Department Director or their designee. Final employment action will not be processed until completion of the grievance process.

- (2) If a satisfactory solution is not reached by the foregoing process, the employee should put the grievance in writing using the Grievance Form. This written grievance should be presented to the immediate supervisor within five (5) working days of the supervisor's verbal reply. The supervisor must then reply in writing within five (5) working days.

Second Step: Director

If a satisfactory resolution is not reached at the first step, the employee may indicate such on the grievance form and submit the grievance form to the Department Director within five (5) working days. A meeting to review the grievance shall be held between the employee and the Director within five (5) working days. The time limit between the second step submission and the second step meeting may be extended by mutual agreement.

Third Step: General Manager

If a satisfactory resolution is not reached at the second step, the employee may submit the grievance to the General Manager. Submission to the third step must occur within five (5) working days of the second step reply. Third level management will meet with the employee within five (5) working days or indicate an extension is necessary. Such extension shall not exceed five (5) additional workdays except by mutual agreement. The General Manager shall render a written reply to the grievant within five (5) working days following the third step meeting.

In certain circumstances, proceeding with Step 1 or Step 2 may be inappropriate. If the employee believes that proceeding with Step 1 or Step 2, or both is inappropriate, the employee shall within the time specified in Step 1 for filing a grievance, make a request

to the General Manager to waive Steps 1 or 2, or both. The General Manager will make the determination as to whether any steps shall be waived and this decision is not appealable or grievable. In the event the General Manager is the party against whom the employee has a grievance, then, in that event, and only in that event, the employee may have the grievance heard by the Chairman of the Commission. The employee, within the time specified in Step 1 for filing a grievance, shall notify the Director of Talent Management of the grievance and the request for a meeting with the Chairman of the Commission. The Director of Talent Management will determine whether it is both a grievable issue and appropriately grievable to the Chairman of the Commission, and this decision is not appealable or grievable. The Chairman of the Commission will meet with the employee within five (5) working days of having received notification of the grievance to discuss the grievance unless the time limit for the meeting is reasonably extended by mutual agreement.

The Chairman of the Commission will provide his or her written response within five (5) workdays of this meeting. The Chairman of the Commission's response is final.

(Rev. 2/90)

(Rev. 7/13)

(Rev. 07/16)

(Rev. 09/17)