

POLICY & PROCEDURES

CHAPTER:	1	Administration and Management	1. 3. 23
SECTION:	3	Personnel	EFFECTIVE DATE: 7 / 21 / 2020
SUBJECT:	23	EMPLOYEE GRIEVANCES	
STANDARDS: ACA – 4 – ALDF: 7E-01			
APPROVED:			REVIEW DATE: 7 / 21 / 20
_____ Dale Glass COMMISSIONER OF CORRECTIONS			REVISION DATE: 7 / 30 / 20
Rescinds: 1.3.23 dated 8/24/12 Cancel:			

I. POLICY

It is the policy of the St. Louis City Division of Corrections to afford employees the opportunity to grieve their work-related complaints and to appeal management decisions through the established grievance procedures.

II. RESPONSIBILITIES

All Division of Corrections employees are responsible for adhering to the following procedures.

III. DEFINITIONS

None

IV. PROCEDURES

A. General Information

1. The Division complies with the American Correctional Association Standards 7E-01 through adherence with the City of St. Louis Department of Personnel Administrative Regulation (AR) #51: Employee Grievance.
2. Employees of the Division will follow the guidelines stipulated in AR #51 to resolve their grievances that are appropriate for handling under the Personnel Administrative Regulation.

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3. Employees are entitled to process their grievances without fear, interference, discrimination, intimidation, harassment, or retaliation.