

UNIFIED PERSONNEL SYSTEM

Annex Building
 400 S. Fort Harrison Ave., 4th Floor
 Clearwater, Florida 33756
 Phone: (727) 464-3367
 FAX: (727) 464-3949
 www.pinellascounty.org/hr



Kimberly R. Crum
 Director

TO: The Honorable Chair and Members of the Unified Personnel Board

FROM: Kimberly R. Crum, Director of Human Resources *KRC*

SUBJECT: Recommendation to Reinstate the Informal Grievance Committee Hearing Scheduling Requirement

DATE: April 29, 2021

Recommendations:

It is recommended that the members of the Unified Personnel Board reinstate the requirement to schedule Informal Grievance Committee hearings within 30 calendar days from receipt of a request to grieve as provided in:

- [Personnel Rule 7 Employee Grievances](#): Section G.3(c)(iii)
- [Unified Personnel Board Policy #11 Grievance Process](#): Step 2 - Informal Grievance Committee

Background:

Personnel Rule 7 section G.3(c)(iii) requires an Informal Grievance Committee hearing to be scheduled within 30 calendar days from the Human Resources Director's receipt of a request for an Informal Grievance Committee hearing, unless there has been a continuance.

Unified Personnel Board Policy #11 does not supersede or change Personnel Rule 7 but is provided as a tool to make the grievance process easier to understand and use by describing how departments and employees are to follow through on the various steps of the grievance process. It includes the same 30-day requirement in Step 2.

The Informal Grievance Committee hearings are public meetings and must be conducted in the Sunshine, in accordance with Florida Statute Chapter 286.

Given the state of emergency due to the COVID-19 virus, in May of 2020, the Board voted to suspend application of the requirement to schedule Informal Grievance Committee hearings. At that time, in-person meetings were not being conducted. Informal Grievance Committee hearings present a number of logistical and technical challenges that make virtual hearings unfeasible.

As the in-person meetings have since resumed and adhere to social distancing guidelines, it is recommended that the Board resumes the scheduling requirement to schedule Informal Grievance Committee hearings within 30 calendar days from receipt of a request to grieve.

Thank you for your consideration of this request.