

## POLICY

It is the policy of the District to provide a process by which employee concerns can be addressed in a confidential, informal, and constructive manner to facilitate employee morale and improved productivity.

## RESPONSIBILITIES

It is the responsibility of an **employee** to discuss concerns with a fire officer or the Fire Chief.

It is the responsibility of the **District Manager, Fire Chief, and fire officers** to respond to employee concerns in a fair and reasonable manner.

If requested by an employee, fire officer, the Fire Chief and/or the District Manager, it is the responsibility of the **Personnel Officer** to assist with conciliation.

## PRACTICES

1. Formal disciplinary actions will be addressed through grievances or due process.
2. An employee, fire officer, Fire Chief, and/or the District Manager may request assistance with conciliation from the Personnel Officer.
3. Conciliation, which brings together an employee and a fire officer, Fire Chief, or the District Manager to reach consensus or compromise regarding the employee's concerns, will continue until all concerns are resolved or the Personnel Officer determines that conciliation is no longer effective.
4. If requested by an employee and if deemed appropriate by the Personnel Officer, an employee can utilize conciliation through the Personnel Officer without involvement or knowledge of the fire officers, the Fire Chief, and/or the District Manager. The discussion shall be confidential unless it involves allegations of misconduct that require further action.

## RELATED POLICIES

Employment Definitions 118  
General Conduct 524  
Employee Grievances 624

## REVISION HISTORY

Revision Date	Author	Revision Details
May 25, 2021	Monte Olsen	Initial version