



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
DEPARTMENT WIDE
Non-Represented Only

REVISION DATE
3/10/20

PAGE NUMBER
1 of 3

NUMBER
DOC 850.805

POLICY

TITLE
EMPLOYEE GRIEVANCES

REVIEW/REVISION HISTORY:

- Effective: 5/1/82 DOC 858.005
- Revised: 10/1/85
- Revised: 5/15/95
- Revised: 12/31/96
- Revised: 9/6/01 DOC 850.805
- Revised: 7/27/05
- Revised: 4/15/08
- Revised: 4/30/09
- Reviewed: 1/18/11
- Reviewed: 3/1/13
- Reviewed: 8/15/16
- Revised: 3/10/20

SUMMARY OF REVISION/REVIEW:


Attachment 1 and I.B.3. - Adjusted language for clarification
II.A. and II.C. - Added clarifying language
Added II.A.2.a. how days are defined

APPROVED:

Signature on file

STEPHEN SINCLAIR, Secretary
Department of Corrections

2/5/20
Date Signed

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REFERENCES:

DOC 100.100 is hereby incorporated into this policy; [WAC 357](#)

POLICY:

- I. Employees are encouraged to attempt to resolve disputes through the chain of command. Classified employees may use the following process for resolving disputes when normal employee/supervisory discussions have been unsuccessful.


DIRECTIVE:

- I. General Requirements

- A. An employee may only grieve an alleged violation or misapplication of policy and/or Civil Service laws/rules.
- B. The grievance must contain:
 1. A statement of the pertinent facts surrounding the nature of grievance,
 2. The date the incident occurred,
 3. Any steps taken to informally resolve the grievance, the individuals involved, and the results of such discussion,
 4. The specific requested remedy, and
 5. The specific Civil Service laws/rules and/or agency policies alleged to have been violated.

- II. Process

- A. Grievances will be processed and timeframes strictly followed unless mutually modified in writing per Non-Represented Employee Grievance Process (Attachment 1).
 1. An employee may advance a grievance to the next step if local management does not respond within the designated timeframes.
 2. An employee may not file or advance a grievance outside of the designated timeframes or after termination of employment.
 - a. Days are calendar days, and will be counted by excluding the first day and including the last day of timelines. When the last day falls

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on a Saturday, Sunday, or holiday, the last day will be the next day which is not a Saturday, Sunday, or holiday.

3. The Headquarters Labor Relations Manager may advance a grievance to Step 3 at the written request of either the employee or the Appointing Authority.
 - B. Grievance meetings held during the employee's off-duty hours will not be compensated.
 - C. Granting the requested or agreed upon remedy resolves the grievance and must be documented in writing.
 - D. In cases where an employee files a grievance and an Internal Discrimination Complaint (IDC) regarding alleged discrimination, the grievance will be suspended until the IDC investigation has been completed.
 - E. A grievance pertaining to issues under review by the Personnel Resources Board, Human Rights Commission, Equal Employment Opportunity Commission, or a court will not be processed and will be considered withdrawn.

DEFINITIONS:

Words/terms appearing in this policy may be defined in the glossary section of the Policy Manual.

ATTACHMENTS:

[Non-Represented Employee Grievance Process \(Attachment 1\)](#)

DOC FORMS:

None