

LVPOA GRIEVANCE REPORT

LVPOA Member's Name: _____

Classification: _____

Daytime Contact Phone Number: _____

Supervisor: _____

Nature of Grievance: Non-Disciplinary Or Disciplinary

Date of Incident: _____

Article Violation(s): _____

Employee Statement of Grievance and Desired Action:

Employee Signature

Date

Date Filed by Employee: _____

Received By: _____

Employee's Initials: _____

STEP 1: File Grievance w/Lieutenant Outside of Chain of Command:

Date Received: _____

Lieutenant's Response:

Lieutenant's Signature: _____

Date: _____

STEP 2: Grievance Filed with Department Chief

Date Received: _____

Chief's Response:

STEP 3: Grievance Filed with Director of Human Resources for scheduling with City Manager

Date Received: _____

Received By: _____

City Managers Response:

City Manager's Signature: _____

Date: _____

LVPOA GRIEVANT ACKNOWLEDGEMENT FORM

Interview/Hearing Representation –

Since you have come to the Las Vegas Peace Officers' Association (LVPOA) seeking representation on a work related problem, it is most important that you are familiar with and understand the LVPOA policies regarding that representation.

The LVPOA represents employees with regard to wages, hours, and other terms and conditions of employment that are covered by the Labor Contract or City of Las Vegas Civil Service rules. Representation is **NOT** provided for Worker's Compensations claims, Unemployment Claims, and other NON-contract issues. A significant part of the representation provided by the LVPOA involves employee grievances on benefits and/or disciplinary grievances.

Prior to any consultation or representation by a board member of the LVPOA for the purpose of representation at any departmental administrative hearings or any formal/informal departmental interrogations, the effected member shall submit a representation request – using the **LVPOA Representation Form**.

The aforementioned form shall be submitted to the member's LVPOA board representative, the President or the Vice-President. The representation request, which shall be completed by the member, must be filled out completely documenting (a) the member's personal contact information; (b) the type of representation requested (c) must be signed by the member. LVPOA representation requests which do not comply with the specified guidelines can, at the discretion of the LVPOA Board, be denied.

As soon as practical, the Board member receiving the request shall copy the request, place the original and any pertinent papers in the member's representation folder, and give a copy to the Association President or Vice-President.

The member may verbally request a particular representative; however, the assignment of the LVPOA representative is at the sole discretion of the Board.

Representation by an attorney, at the Association's expense, is not the right of a member but shall be afforded solely at the discretion of the Board.

Grievance Representation -

The LVPOA is not obligated to pursue grievances that prove to have no merit after investigation. The LVPOA is also not obligated to pursue grievances through the entire administrative process provided in the Contract or Civil Service Rules. In other words, the LVPOA is **not required** to advance grievances or administrative discipline cases to arbitration, District Court or other avenues beyond Step 3 of the grievance process.

It is the LVPOA policy that the employee "owns" the grievance or appeal and is responsible for the timely filing of all documents. This also means that it is the employee's choice to settle the grievance or proceed to the next step of the grievance or appeal process.

If at any time you feel that your grievance or appeal is not satisfactorily resolved after or during the grievance or appeal process and you desire to pursue the matter on your own, you may give the LVPOA notice to that effect and engage your own attorney or other representation at your own expense. You may also request that the LVPOA assign a different LVPOA Representative. The LVPOA will **NOT** pay any fees and expenses incurred by you for the services of your own counsel. The LVPOA pays all fees for the LVPOA representatives and/or attorney.

If the member declines representation by the Association's counsel/representative and/or elects to be represented by their own retained counsel or non-LVPOA representative, the **LVPOA's DUTY TO FAIR REPRESENTATION SHALL BE CONSIDERED FULFILLED AND THE LVPOA SHALL NOT HAVE ANY FURTHER INVOLVEMENT IN THE MEMBER'S REPRESENTATION IN THAT MATTER, OR ANY SUBSEQUENT APPEAL WHICH MAY ARISE.**

Only arbitration or court action requires prior LVPOA Grievance Committee approval. The LVPOA will pay all arbitration and court fees that are incurred as a result of the LVPOA Grievance Committee approving a grievance or appeal for arbitration or court action. In contrast, any request for the payment of arbitration and/or court fees for cases that are being represented by the grievant's own attorney or representative must be submitted to the Grievance Committee *before* the fees are incurred. The request must include an explanation of the issue and an estimate of the arbitration or court fees that will be charged. The LVPOA Grievance Committee will rule on the request at the next Board meeting and answer the request in writing. The decision of the LVPOA Grievance Committee is final.

It is finally agreed and understood that the LVPOA Representatives are NOT attorneys at law and do not and cannot give legal advice. The LVPOA Representatives are trained and knowledgeable in matters relating to the Labor Contract, discipline and the Civil Service Rules. No other representation of expertise or guarantee of results or knowledge is implied or warranted.

If the LVPOA's General Counsel is assigned to your case further instructions, policies and procedures may be relayed to you at that time. Please note that the LVPOA has contracted with its General Counsel to represent both the LVPOA's interests and your interests in disciplinary and grievance matters. However, if the interests of the LVPOA ever differ from your interests, thus creating a potential conflict of interests, you will be notified of the potential conflict of interest, with further instructions.

I have read the above statements, have been given the opportunity to ask questions about the above statements, understand the same, and so agree to abide by said conditions.

Signature of Employee: _____

Print Name: _____

Date: _____

Representative (Print Name): _____

***All LVPOA representation at interviews, interrogations or supervisor counseling must be documented and logged into the LVPOA files in the event that later review of these activities are required.**

Las Vegas Peace Officers Association
REPRESENTATION INFORMATION FORM

PART A – TO BE COMPLETED BY MEMBER

Member Name	Shift/RDO's
Home Phone#	Pager/Cellular #
Date Notified of Hearing/Meeting	Notified By
Have you conducted any scheduled meetings regarding this issue – Y/ N	
YES NO	Date/Time
Date/Time of Alleged Incident:	Location
I authorized LVPOA to review, access and receive copies of all materials concerning this matter	
(signature) _____	
Signature:	Date:
Date received:	Received By:
Assigned LVPOA Representative:	

PART B – TO BE COMPLETED BY REPRESENTATIVE

SCHEDULED MEETINGS/HEARING				
DATE	TIME	LOCATION	REP	IA INVESTIGATOR

