



SPECIAL ORDER



Series 2003	Number 30	Originating Bureau OFC	Effective Date 4/23/03	Expiration Date N/A
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Subject: **Grievance/Appeal Tracking**

1. The Executive Officer position has been designated to maintain an appropriate tracking system and monitor time frames for grievances and appeals. A tracking log will be maintained and supervisory personnel will comply with the following:
 - a. Upon receipt of an appeal or grievance, the document shall be marked with the date of receipt, initialed and a copy immediately sent to the Executive Officer by the fastest means possible.
 - b. Upon his receipt, the Executive Officer will mark the document with the date of receipt and enter the appeal or grievance in the tracking log.
 - c. The responsible party shall proceed with appropriate action in accordance with the Memorandum of Agreement or the Appeals section of the employee manual.
 - d. Approximately one (1) week prior to the response deadline, the responsible party will be notified, by the Executive Officer, that action is required.
 - e. Should the appeal or grievance be settled prior to receiving the reminder, the responsible party should notify the Executive Officer as soon as possible.
2. Any questions can be directed to the Executive Officer.

Joseph A. Herr
Fire Chief