

# Salt Lake County Human Resources Policy 3-500: Grievance Appeals

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## Purpose

This policy provides an equitable method of administering and resolving merit employee grievances. This policy is designed to resolve grievances in a fair and efficient manner at the lowest level possible. This policy provides the rules, regulations, and procedure for Grievance Appeals.

## I. Policy

It is the policy of Salt Lake County to provide administrative remedies for merit employees to file grievance appeals. Disciplinary grievances for Sheriff's Office sworn employees are covered under Sheriff's Office Policies and Procedures and the Peace Officers' Merit Commission Policies.

## II. Procedures

### A. Grievance Rights and Restrictions

1. A merit employee may grieve written warnings, suspensions without pay, demotions, and termination. Grievance appeal rights under this policy do not apply to Administrative Separations (refer to Policy 3-1200).
2. The Career Service Council may hear grievance appeals not resolved at a lower level regarding suspension without pay, demotion, and termination.
3. Agencies will contact the Human Resources Division upon initiation of any grievance proceeding listed under this policy section II-A-2.
  - i. Agencies will provide the Human Resources Division copies of all discipline and disciplinary decisions.
  - ii. If the discipline is overturned, Human Resources shall remove the discipline from the employee's personnel file upon Agency notification of the decision.

### B. In a grievance appeal an employee may:

1. At the employee's expense, seek counsel, advice, or representation from an employee organization, personal attorney, or personal representative;
2. Present evidence but not call witnesses; and
3. Request approval for use of up to four work hours to prepare their grievance.

### C. Time Limits, Waivers and Filing Requirements

1. Within seven calendar days of a issuance of discipline, an employee may file the [Employee Grievance form](#) with their Division Director or Administrator (Sheriff's Office employees may file with their Supervisor prior to the Division Director or Administrator; this review will follow the same procedure as the Division Director or Administrator level of review).
2. Within seven calendar days of the filing, the Division Director or Administrator (or designee) shall hear the grievance.
3. Within seven calendar days of the hearing, the Division Director or Administrator (or designee) shall issue a written decision.
4. Within seven calendar days of the issuance, the employee may advance the grievance appeal to their Department Director or Elected Official.
  5. Within seven calendar days of the advancement, the Department Director or Elected Official (or designee) shall hear the grievance.
6. Within seven calendar days of the hearing, the Department Director or Elected Official (or designee) shall issue a written decision. The decision is final for all grievances except those listed under this policy section II-A-2.
7. Within seven calendar days of the issuance, an employee may file [the Request for Appeal Hearing](#) form with the Career Service Council (or Peace Officer Merit Commission if

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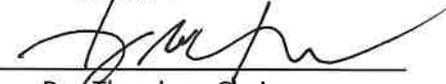
- appropriate).
8. Career Service Council appeals will be conducted according to the Human Resources Policy 3-500A – Career Service Council Appeals (Peace Officer Merit Commission appeals will be conducted according to the Peace Officer Merit Commission’s Policies and Procedures).
  9. An employee’s failure to initiate or advance a grievance within the time limits or failure to timely respond to a grievance proceeding constitutes a waiver of grievance rights. The grievance is considered settled based on the decision made at the last level of review. The Career Service Council does not have jurisdiction to hear untimely grievance appeals.
  10. Failure to hear the grievance within the time limits permits an employee to advance the grievance to the next level of review.
  11. The Department Director or Elected Official may waive a lower level of review by notifying the employee in writing.
  12. The employee may waive a lower level of review by notifying the Department Director or Elected Official in writing.
  13. The Administrator may extend any of these time limits by up to 14 calendar days for good cause.

**III. References**

- A. County Personnel Management Act, Utah Code 17.33 et seq.
- B. Career Service Council - Powers and Duties, Salt Lake County Code of Ordinances, 2.80.30
- C. Career Service Council’s Guidelines and Operating Procedures
- D. Human Resources Policy:
  1. 1-200, General Definitions
  2. 3-300, Standards of Conduct
  3. 3-400, Discipline
  4. 3-500A, Career Service Council Appeals
  5. 6-100, Performance, Development, and Improvement Plans

APPROVED and ADOPTED this 9<sup>th</sup> day of December, 2025.

**SALT LAKE COUNTY COUNCIL**

By   
Dea Theodore, Chair

ATTEST:

  
Lannie Chapman, County Clerk  
Nikila Venugopal, Chief Deputy

Digitally signed by Zachary Lancaster  
Date: 2025.11.19 10:05:04 -07'00'

Voting:

Council Member Harrison

Council Member Johnson

Council Member Moreno

Council Member Pinkney

Council Member Romero

Council Member Stewart

Council Member Stringham

Council Member Theodore

Council Member Winder Newton

"Aye"

"Aye"

"Aye"

"Aye"

"Aye"

"Aye"

"Aye"

"Aye"

"Aye"