

# LAC+USC MEDICAL CENTER POLICY

Subject: <b>GRIEVANCE PROCEDURE</b>		Original Issue Date: 6/30/75	Policy # <b>533</b>
		Supersedes: 5/9/17	Effective Date: 11/16/20
Departments Consulted: Office of Human Resources Human Resources Committee	Reviewed & Approved by: Attending Staff Association Executive Committee Senior Executive Council	Approved by:  (Signature on File) Chief Medical Officer	
		(Signature on File) Chief Executive Officer	

## PURPOSE

To ensure that employee grievances are addressed promptly and equitably by management.

## POLICY

Management shall promptly and equitably address an employee grievance without discrimination, coercion, or reprisal against the employee submitting a grievance.

## PROCEDURE

Failure by management to reply to an employee's grievance within the time limit specified in the applicable Memorandum of Understanding automatically grants to the employee the right to process the grievance to the next level.

Any level of review or any time limits established in the grievance procedure may be waived or extended by mutual agreement between both parties and should be confirmed in writing.

If an employee fails to appeal from one level to the next level within the time established in the grievance procedure, the grievance shall be considered settled on the basis of the last decision and the grievance shall not be subject to further appeal or reconsideration.

By mutual agreement between both parties, the grievance may revert to a prior level for reconsideration.

## RESPONSIBILITY

Office of Human Resources  
Administrators

Supervisors  
Department Managers

All Employees

## REFERENCES

Los Angeles County Code Section 5.04.230  
DHS Policy #770, Grievances  
Joint Commission (Management of Human Resources)

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**REVISION DATES**

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