



FLORIDA DEPARTMENT OF JUVENILE JUSTICE POLICY

Secretary /s/, Christina K. Daly

Date: 5/15/2018

Subject: Career Service Grievances

Section: FDJJ – 1002.10

Originating Office: Administrative Services

Authority: Section 110.227(4), Florida Statutes

Related References: Collective Bargaining Contracts

Purpose: This policy is issued to provide a process for Career Service employees to use when filing Career Service Grievances.

Offices Affected by the Policy: All offices within the Florida Department of Juvenile Justice.

POLICY STATEMENT:

- It is the policy of the Department of Juvenile Justice (DJJ) to resolve concerns prior to the issue escalating into a grievance.
- Any Career Service employee who has successfully completed the required probationary period in their current position has the right to file a grievance pursuant to Section 110.227(4) F.S., and as prescribed in this policy.
- Claims of discrimination and sexual harassment or claims related to suspensions, reductions in pay, demotions, and dismissals are not subject to the career service grievance process.
- The Human Resources (HR) Grievance Coordinator shall provide assistance to the grievant and management relative to issues concerning the grievance and track/maintain all grievance files.
- The grievant's failure to follow the process outlined in the policy, will subject the grievant to a denial of the grievance.

PROCEDURES/MANUALS:

Procedures for this policy are accessible at the Department Policies internet page.