

Prince George County

Volunteer Grievance Form Step I – Company Chief & Chief of Fire & EMS (Continued)

Company Chief and Chief of Fire & EMS: Within 2 business days of receipt hold meeting with appropriate parties.

Date of Company Chief and Chief of Fire & EMS Meeting With Volunteer: _____

Company Chief and Chief of Fire & EMS: Within 3 business days of meeting, provide written response to Volunteer and send copy of form and any attachments to the appropriate Fire Administration Personnel.

Company Chief and Chief of Fire & EMS Response:

Company Chief Signature: _____ Date: _____

Chief of Fire & EMS Signature: _____ Date: _____

Grievant: Within 5 business days of Company Chief and Chief of Fire & EMS response, indicate your response below and forward original to the appropriate Fire Administration Personnel.

The response of the Company Chief and Chief of Fire & EMS is:

Acceptable Not acceptable and I wish to proceed to Step II

Volunteer

Date

Prince George County

Volunteer Grievance Form Step II – Chief of Fire & EMS and County Administrator

To be completed if satisfactory resolution is not reached at the Step I level (if Volunteer)
If the grievant is the Company Chief: Within 20 business days after occurrence giving rise to the grievance, complete and submit original form to the Chief of Fire & EMS and the County Administrator

Chief of Fire & EMS and County Administrator: Within 5 business days of receipt hold meeting with appropriate parties.

Date of Chief of Fire & EMS and County Administrator Meeting With Volunteer: _____

Chief of Fire & EMS and County Administrator: Within 3 business days of meeting, provide written response to Volunteer and send copy of form and any attachments to the appropriate Fire Administration Personnel.

Chief of Fire & EMS and County Administrator Response:

Chief of Fire & EMS Signature: _____ Date: _____

County Administrator Signature: _____ Date: _____

Grievant: Within 5 business days of Chief of Fire & EMS and County Administrator response, indicate your response below and forward original to the appropriate Fire Administration Personnel.

The response of the Chief of Fire & EMS and County Administrator is:

[] Acceptable [] Not acceptable and I wish to proceed to Step III

Volunteer

Date

Prince George County

Volunteer Grievance Form Step III – Panel Hearing

To be completed if satisfactory resolution is not reached at the Step II level.

Fire & EMS Administrative Personnel: Complete immediately and forward to County Administrator

Grievant Name: _____ Volunteer Grievant station #: _____

Date Request Received by County Administrator: _____

Fire & EMS Administrative Personnel: Within 15 business days insure selection of panel and arrange organizational panel hearing

Panel Composition

The panel is composed of three (3) members. One member chosen by the grievant, one member chosen by the County Administrator and the third member chosen by the first two.

Panel Member selected by Grievant

Name: _____

Address: _____

Phone Number: _____

Panel Member selected by County Administrator:

Name: _____

Address: _____

Phone Number: _____

Panel Chairman

(Member selected by first two, or Judge of the Circuit Court, if first two cannot agree on third member)

Name: _____

Address: _____

Phone Number: _____

Prince George County

Volunteer Grievance Form Step III – Panel Hearing (Continued)

Reason for Requesting Panel Hearing _____

Panel Chairman: Within 20 business days of selecting the panel, hold hearing

Date of Hearing: _____ Place of Hearing: _____

Time Hearing will start: _____

Panel Chairman: Within 3 business days after hearing, file panel decision to Fire & EMS administrative personnel

Decision of Panel: _____

Date of Decision: _____

Signed:

Panel Chairman

Panel Member

Panel Member

Fire & EMS Administrative Personnel: Notify the grievant and the Chief of Fire & EMS of panel's decision immediately.