

**FAIRFAX COUNTY SHERIFF'S OFFICE  
STANDARD OPERATING PROCEDURE**

**SOP NUMBER: 057  
SUBJECT: EMPLOYEE GRIEVANCE**

**I. PURPOSE**

To provide a fair detailed grievance process whereby sworn and non-sworn employees may voice complaints concerning issues related to their employment with the County.

**II. POLICY**

It is the policy of the Fairfax County Sheriff's Office to provide fair, equitable and clearly defined means for the resolution of employee grievances. To ensure employees and their supervisors are accorded a reasonable opportunity to present the facts bearing on a grievance, and to guarantee the opportunity to exercise the rights set forth in Chapter 17 of the Personnel Rules of the County of Fairfax.

**III. PROCEDURE**

- A. The employee grievance procedure is defined in Chapter 17 of the Personnel Regulations of Fairfax County. The provisions of Chapter 17 and the appeal procedures open to employees are available from the Fairfax County, Department of Human Resources or the Fairfax County, Personnel Regulations web page.
- B. The Chief, Human Resources Branch will be notified when an employee informs their supervisor of a grievance.
- C. The Chief, Human Resources Branch is responsible for monitoring each grievance to ensure compliance with policy and procedure.
- D. The Department of Human Resources, Employee Relations Division will notify the Sheriff's Office Human Resources Branch when an employee grievance is appealed to the Civil Service Commission.
- E. At the conclusion of each grievance process, the Sheriff's Office Human Resources Branch will forward all documents and information to the Department of Human Resources, Employee Relations Division.
- F. The Department of Human Resources, Employee Relations Division is responsible for maintenance and control of all employee grievance records.

**10/27/04  
APPROVED DATE**

**10/27/04  
EFFECTIVE DATE**

**Revised: August 2013**



**STACEY A. KINCAID  
SHERIFF**