Grant County Fire Protection District 3

POLICY AND PROCEDURE

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1. NUMBER: 5.3.06

2. SUBJECT: ***Workplace Dispute Resolution***

3. POLICY: It is the Policy of Grant County Fire District 3 to promote good relations with all personnel.

4. SCOPE: The personnel of the District that are subject to this policy include the elected or appointed commissioners, all paid personnel and all volunteer personnel.

5. RESPONSIBILITIES:

   A. The District Fire Chief is responsible for ensuring that this Policy and Procedure is followed.

   B. All personnel are responsible for adhering to this Policy and Procedure.

6. PROCEDURE:

   A major area of concern in supervising the workplace conduct of District personnel is identifying, managing, and resolving workplace disputes as quickly as possible. This procedure establishes a resolution mechanism for personnel who believe they are being treated unfairly or have experience any conduct from another member negatively affecting an individual's work performance or creating an intimidating, hostile, or offensive working environment. This policy includes, but is not limited to, acts or statement perceived as "shunning" or exclusion, "practical jokes", "bullying", "shaming", unwarranted criticism of job performance, or actions which interfere with the member's ability to perform their job responsibilities.

   Such behavior does not include reasonable efforts by supervisors or managers to improve performance from members under their supervision where their actions or words are respectful and fair with the primary motivation being to obtain the member's best performance by setting high yet reasonable expectations for workplace safety and quality of work.

   This policy does not replace or supersede the District's policy and procedure governing discrimination or harassment and any allegations or complaints regarding discrimination or harassment should be pursued under policy 4.5.9.

   All members are directed to treat all other members with respect, civility, and fairness. When personal disputes between members arise, the members are required to work through the following steps to resolve the dispute. All members have an obligation to

promptly report conduct which is believed by them to be breach of the policy.

Step 1: _____ Discuss concerns regarding conflict with the member involved.

Step 2: _____ If conflict is not resolved under step 1, report nature of the conflict to immediate supervisor or, if conflict is with immediate supervisor report the conflict to next higher supervisor.

Step 3: _____ Supervisor shall provide coaching and assistance to both members designed to resolve the conflict on a cooperative and progressive basis.

Step 4: _____ If the conflict is not resolved at Step 3, the Supervisor shall recommend to the District Fire Chief, or the Board of Commissioners whether the dispute should be submitted to a 3rd party mediator or counselor for resolution or whether the conflict should be resolved through the District's disciplinary procedures.