


PBP FORM 290  PITTSBURGH BUREAU OF POLICE <i>"...accountability, integrity and respect."</i>		SUBJECT: "GRIEVANCE PROCEDURE FOR FILING COMPLAINTS OF ALLEGED EMPLOYMENT DISCRIMINATION"	ORDER NUMBER: 20-3
		CALEA STANDARD: NONE	PAGE 1 OF 2
REVISE DATE: 5/19/2016	EFFECTIVE DATE: 1/1/94	ANNUAL REVIEW DATE: OCTOBER	RESCINDS: ALL PREVIOUS
			AMENDS: NONE

1.0 POLICY/PURPOSE

- 1.1 It is the policy of the City to treat all employees equitably and fairly in matters affecting their employment in accordance with Civil Service Statutes and Rules, collective bargaining agreements, the Home Rule Charter, the Job Training Partnership Act of 1982, Section 167, Title VI and Title VII of the Civil Rights Act of 1964 and 1972 Amendments, Civil Rights Act of 1991, Americans With Disabilities Act as well as Section 503 and 504 of the Rehabilitation Act of 1973, and section 651 of the Pittsburgh Code, and other applicable City laws or directives. Each employee will be provided ample opportunity to understand and resolve matters affecting his/her employment which are believed to be unfair treatment. Grievance procedures and forms will be available to each employee and the presentation of any grievance will be considered the right of each employee without fear of reprisal.
- 1.2 Those City employees covered by collective bargaining agreements are entitled to the procedure specified by the agreement applicable to that individual employee. It is suggested that you obtain information from your immediate supervisor or department head regarding which, if any, collective bargaining agreement is applicable to you and that you obtain a copy of the current labor agreement from the appropriate union representative. Those City employees not covered by a collective bargaining agreement should discuss any grievance first with their immediate supervisor within ten days of the alleged occurrence. If the grievance is not satisfactorily resolved the employee should present it in writing and discuss it with the department head within ten days and finally with the Mayor's Office within 10 days.

2.0 FILING OF FORMAL COMPLAINTS

- 2.1 At any time, the employee may file a formal complaint with one of the following agencies within the respective time frame:

PENNSYLVANIA HUMAN RELATIONS COMMISSION, PITTSBURGH REGIONAL OFFICE

Piatt Place
301 Fifth Avenue, 3rd Floor, Suite 390
Pittsburgh, PA 15222
412-565-5395; TDD 412-565-5771
Time Frame: 180 days from date of alleged occurrence.

PITTSBURGH COMMISSION ON HUMAN RELATIONS

9th Floor City-County Building
Pittsburgh, PA 15219
412-255-2600
Time Frame: One year from date of alleged occurrence.

OFFICE OF FEDERAL CONTRACT COMPLIANCE PROGRAMS, U.S. DEPARTMENT OF LABOR

Federal Building
1000 Liberty Avenue, Room 2103
Pittsburgh, PA 15222
412-395-6300
Time Frame: Only if the contractor receives federal funds then 180 days from the date of alleged occurrence.

EQUAL EMPLOYMENT OPPORTUNITY COMMISSION, Pittsburgh District Office

Federal Building

1000 Liberty Avenue, Suite 1112

Pittsburgh, PA 15222

(800)669-4000 or (866)408-8075

Time Frame: 300 days from date of alleged occurrence.

Approved By:



Cameron McLay
Chief of Police