discriminatory action that is prohibited by federal law, shall have the right to utilize the grievance and appeal procedure hereinafter set forth.

The following areas of personnel administration are considered management prerogatives and will not be subject to grievance:

1. Scheduling and assigning work, work hours and workstations.

2. Establishing work standards and quality.

3. Size of workforce and reorganizations.

4. Reductions to the work force.

5. Appropriations and budgets.

6. Scope of work within job classification except when an assignment is clearly determined not to be within the job classification.

7. Performance evaluations.

8. Salary scales and rates of pay falling within officially established ranges.

9. The right to discipline.

Grievance Procedure

1. A formal grievance shall not be initiated unless and until the employee has discussed the grievance with the relevant supervisor and/or department head, or in the case of an applicant, with the Human Resources Manager. Such discussion shall be held within five (5) working days after the occurrence or within five (5) working days after the employee or applicant becomes aware of the occurrence of a grievance matter. The supervisor/department head, or Human Resources Manager in the case of an applicant, shall render a decision on the matter within five (5) working days after the grievance has been discussed.

2. Should the employee or applicant not be satisfied with the decision of the department head or Human Resources Manager the employee or applicant, within five (5) working days, shall state the grievance in writing and file a standard grievance form with the Human Resources Manager setting forth the reasons for the appeal. The Human Resources Manager shall make appropriate inquiries, consider all facts surrounding the action, and make every effort to resolve the grievance to the satisfaction of the department head and the employee, or the applicant. The Human Resources Manager shall make a formal response within 10 working days.