

	ADMINISTRATIVE REGULATION STATE OF ARKANSAS BOARD OF CORRECTION AND COMMUNITY PUNISHMENT	Section Number: DOC AR 229 DCP AR 3.17	Page Number: 1
		Board Approval Date: 10/21/96	
		Supersedes: DOC AR 229 DCP AR 3.17	Dated: 6/24/93 8/24/95Emerg
		Reference:	Effective Date: 11/25/96
SUBJECT: EMPLOYEE GRIEVANCE PROCEDURE			

- I. **AUTHORITY.** The Board of Correction and Community Punishment (BCCP) is vested with the authority to promulgate this Administrative Regulation by Ark. Code Ann. §§ 12-27-105, 16-93-1203 and 16-93-1205 (Michie Supp. 1995).
- II. **APPLICABILITY.** This policy applies to the Department of Community Punishment (DCP) and Department of Correction (DOC).
- III. **POLICY.** Any eligible employee who presents a grievance in good faith and in a reasonable manner shall be free from restraint, interference, discrimination, or reprisal. The grievance process will be established to provide employees with a prompt review, impartial consideration, and an equitable disposition of their grievances. Access to this procedure does not create any expectation of continued employment, but provides an avenue of review and resolution of internal situations.
- IV. **GUIDELINES AND PROCEDURES.** Departmental guidelines and procedures will be set forth in administrative directives in accordance with state guidelines and laws and following approval of the Office of Personnel Management.
- V. **ACA REFERENCES.** American Correctional Association (ACA) Standards for Adult Community Residential Services, third edition, standards 3-ACRS-1C-05, 3-ACRS-1C-13, 3-ACRS-1C-21, 3-ACRS-1C-22, ACA Standards for Adult Probation and Parole Field Services, second edition, standards 2-3043, 2-3048 and 2-3049 and ACA Standards for Adult Correctional Institutions, third edition, standard 3-4048.