


<b>PBP FORM 290</b> 		<b>PITTSBURGH BUREAU OF POLICE</b> <i>"...honor, integrity, courage, respect, and compassion."</i>		<b>SUBJECT:</b>  <b>"GRIEVANCE PROCEDURE FOR FILING COMPLAINTS OF ALLEGED EMPLOYMENT DISCRIMINATION"</b>		<b>ORDER NUMBER:</b>  <b>20-3</b>			
				<b>PLEAC STANDARD:</b> <b>NONE</b>		<b>PAGE 1 OF 2</b>			
<b>REVISE DATE:</b> <b>1/7/2026</b>		<b>EFFECTIVE DATE:</b> <b>1/1/94</b>		<b>ANNUAL REVIEW DATE:</b> <b>OCTOBER</b>		<b>RESCINDS:</b> <b>ALL PREVIOUS</b>		<b>AMENDS:</b> <b>NONE</b>	

## **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 their 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 fourteen (14) 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 fourteen days and finally with the Mayor's Office within 14 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, 3<sup>rd</sup> 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:



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Jason Lando  
Chief of Police