



Johnson County Professional Firefighters Union LOCAL 4252

MEMBER REQUEST FOR SERVICE POLICY

This policy is designed so that any member of this local may understand how to access assistance and resources of the JCPF Local 4252 in an effort to find remedy to their grievance, issue, or complaint.

- Any member wishing assistance of JCPF Local 4252 may do so by contacting their District Vice-president. If the District Vice-president is unavailable or the member is uncomfortable with their District Vice-president, they may contact their District Trustee or any At-Large member of the Executive Board. Upon meeting with any Union representative, the member shall be issued a *Member Request for Service (MRS)* form. If the member needs assistance with filling out the form, the District Vice-president or the Local 4252 board member in which the member selected will assist.
- Upon completion of the *Member Request for Service (MRS)* form, the Executive Board member shall forward the request to the Secretary/Treasurer who will review the request for economic impact on Local 4252. The Secretary/Treasurer shall report the potential cost to the Local President. The District Vice-president or Executive Board member shall respond in writing, to the member requesting, including the recommend procedure and assistance offered from Local 4252. Such notification shall be no later than ten (10) calendar days from receipt of the *Member Request for Service (MRS)* form.
- If the member disagrees with the District Vice-president and/or Executive Board member's recommended assistance, the member may request review of offered assistance by re-submitting the completed *Member Request for Service (MRS)* form to any member of the Local 4252 Executive Board. The Executive Board shall meet within fifteen (15) days to review the member's request. After reviewing the member's request for assistance/service, the board shall respond to the member in writing within ten (10) calendar days.

- If the member is not satisfied with the Local 4252 Executive Board's decision, the member may take the *Member Request for Service (MRS)* form to the next quarterly general meeting. After a motion for said assistance has been made and seconded under New Business, the member shall be allowed fifteen minutes to present his/her request to the membership. At this point the member making the request will be asked to step out of the meeting and the motion shall be discussed by the remaining members. After discussion the motion will be voted on as any other motion. The member making the request will be asked to return to the meeting and he/she will be notified of the decision of the membership.

The decision of the membership shall be final.