



Policy: 2019003

Date in Effect: 03/18/2019

Latest Revision: 03/18/2019

GRIEVANCE POLICY

The purpose of the grievance procedure is to establish a plan for the orderly and fair adjustment of employee **(excluding union employees)** grievances. A grievance occurs when an employee perceives a violation in the application of a law, work rule or policy. The employee cannot grieve the law, work rule or policy itself, only the administration of the law, work rule or policy. The following matters shall be considered in determining the merits of a grievance.

- A. The interpretation, application, or enforcement of federal or state law; or of City ordinances, personnel policy or departmental rules.
- B. Unsafe or unhealthy working conditions.

Employees cannot grieve any order of suspension, demotion, layoff or removal. Grievances will not be accepted from temporary or probationary employees.

There are specific steps to be followed in the grievance procedure and specific time limitations. If the steps are not followed or if the grievance is not brought or carried forth within the stated time limits, it shall be considered void. Specified time limits may be waived by vacations or sick leave of the persons involved, or by agreement of the person or persons involved.

During the grievance process, any person or persons receiving a grievance may make such inquiry or additional investigation as deemed necessary to provide information to make a proper decision.

Procedure

Step I The employee must meet and discuss the grievance with his/her immediate supervisor within ten (10) work days of the facts giving rise to the complaint or the cause for the complaint. The immediate supervisor must give the employee a verbal response within ten (10) workdays of receiving the complaint.

Step II If the grievance is not settled at Step I, the employee must submit the grievance, in writing, to the department head within ten (10) workdays following the immediate supervisor's verbal response. The written grievance will be received by a committee which will decide the merits of the alleged violation. The committee will consist of: (1) department head, (2) manager

or supervisor from another and (3) Human Resources Director. If any aforementioned party this committee does not find merit in the grievance, the matter will be considered closed.

The written grievance must contain:

- The nature of the grievance.
- The time, date and place of the claimed violation.
- The facts upon which the claim is based.
- The summary of the proceeding from Step I.
- The employee's idea of a fair solution to the grievance.
- The employee's signature and date of submission.

The committee shall make a written response to the grievant within ten (10) workdays and it shall contain:

- Agreement or denial of the facts upon which the grievance is based.
- Indication of whether or not the grievance is valid.
- Contain the remedy or adjustment, if any, that is to be made.
- Include the signatures of the members of the committee.
- A majority vote of the committee will constitute agreement.

Step III If the grievance is not settled as Step II, the employee may, within ten (10) workdays after receipt of the answer at Step II, submit a written grievance to the Director of Human Resources. The written grievance must contain the same information outlined in Step II, along with a copy of the response received from Step II. Upon receiving the written grievance, the Director of Human Resources will respond within ten (10) workdays after receipt of the grievance.

Step IV If the employee is still not satisfied with the answer to his/her grievance, he/she may submit the grievance in writing, including all previous written material, to City Administration. The Mayor and/or the Director of Public Safety or Service or Service-Safety Director will review the material submitted. Within ten (10) workdays after receipt of the grievance, the Mayor and/or Director of Public Safety or Service or Service-Safety Director will issue a written response on behalf of the City. This decision is final.

Director of Law Review

Human Resources Director

Mayor



The image shows three handwritten signatures in blue ink, each written over a horizontal line. The first signature is for the Director of Law Review, the second is for the Human Resources Director, and the third is for the Mayor, identified as Christene M. Murray.