



## **GRIEVANCE PROCEDURE**

### **I. PURPOSE**

To provide a process for employees to discuss problems and/or concerns with management practices or procedures and to receive careful consideration and a prompt resolution.

### **II. SCOPE**

This policy applies to all City employees.

### **III. POLICY**

It is the policy of the City insofar as possible to prevent the occurrence of grievances and to deal promptly and fairly with those which occur.

No adverse action will be taken against an employee for reason of his/her exercise of the grievance right.

#### **FINAL AUTHORITY**

Grievances can be appealed through the Division Director to the City Manager whose decision is final.

### **IV. PROCEDURE**

#### **A. Informal Grievances**

The employee shall first attempt to resolve the Grievance by an informal conference with his/her immediate supervisor. If the informal conference with the supervisor does not result in a resolution of the problem that is satisfactory to the employee, he/she may file a Formal Grievance.



B. Formal Grievances

Formal Grievances must be in writing, signed by the employee, and presented to the employee's immediate supervisor. A statement of the specific remedial action requested by the employee should be included in the written grievance.

C. After being presented with a written signed Grievance, the immediate supervisor shall:

1. Consult with his/her Division Director
2. Attempt to resolve the Grievance.
3. Communicate the decision to the employee in writing within five working days after receipt of the Grievance.

D. Appeals

An employee who receives no written resolution by the close of the fifth working day following the day the written grievance was presented or is not satisfied with the proposed resolution, may within the next three working days:

1. Appeal in writing to the Division Director, who will then have an additional three days to respond to the employee in writing.
2. If after the three-day period the Division Director has not responded to the employee in writing, or if the employee is not satisfied with the Division Director's resolution of the problem, then the employee has three working days to appeal in writing to the City Manager.
3. The City Manager shall respond in writing to the employee by the close of the fifth working day following the day the written appeal was received. The decision of the City Manager is final.

If employee does not appeal decision with the allotted amount of time, the last decision made will stand.