

GRIEVANCE PROCEDURE

Purpose

This policy provides a structured and civil process for an employee to bring forward a grievance in response to the issuance of a serious discipline. For the purposes of this policy, serious discipline is defined as a suspension, demotion, or termination of employment.

Grievance Procedure

Employees initiating a grievance under this policy shall follow the procedure as outlined below. Employees who are in a probationary period or who work in a limited (under 14 hours per week), temporary, or seasonal capacity are considered "at-will" and not eligible for grievance rights under this policy.

Step One

The employee shall initiate the procedure by presenting a grievance in writing to their immediate supervisor within ten calendar days of the issuance of serious discipline. In their written grievance, the employee must indicate the reason(s) for grievance as well as the remedy sought. The immediate supervisor will provide a written response to the employee within ten calendar days of receipt of the grievance.


Step Two

If the grievance is not satisfactorily resolved at step one, and if the employee desires to pursue the grievance, the employee shall present the grievance in writing to their Department Head within ten days following receipt of the immediate supervisor's response. The Department Head will provide a written response to the employee within fourteen calendar days of receipt of the grievance.

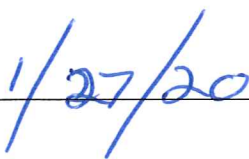
Step Three

If the grievance is not satisfactorily resolved at steps one and two, and if the employee desires to pursue the grievance, the employee shall present the grievance in writing to the Director of Human Resources within ten days following receipt of their Department Head's response. The Director of Human Resources shall issue a final determination in writing to the employee within fourteen calendar days of receipt of the grievance.

Revised and approved by the City Administrator:



Steve Rymer



Date