

## **6 - GRIEVANCE PROCESS**

### **6.1 - Grievances**

Revised: July 1, 2007

Reviewed: July 2018

A grievance is defined as a dispute or disagreement that is raised by an employee against the City involving the interpretation or application of a City's regulation, rule, or policy.

1. Any disciplinary action that may be appealed to the Civil Service Commission is not covered by this grievance procedure.
2. Following the grievance process is mandatory; all remedies under the grievance process must be exhausted before any legal action is taken.
3. Performance evaluations, withholding of pay increases, or decreases of pay are not grievable issues.
4. Probationary employees do not have grievance privileges.

#### **GRIEVANCE PROCEDURE**

1. The employee shall present a signed, dated, written grievance to his or her Department Director within three working days from the date the act or condition last occurred or first became known.

If the grievance is against a Department Director, the signed, dated, written grievance shall be filed with the City Administrator within three working days from the date the act or condition last occurred or first became known and the process shall proceed to step four.

2. The Department Director shall investigate and respond to the employee in writing within three working days from receipt of the grievance from the employee.
3. If the grievance is not satisfactorily resolved, the employee may then submit the written grievance to the City Administrator within three working days from receipt of the Department Director's answer.
4. The City Administrator shall investigate and respond in writing within five working days from the receipt of the grievance from the employee.
5. The City Administrator's decision is final.

Extensions may be granted if both parties consent or if one of the parties is unavailable within the outlined time frame.