

# Workplace Issues: Complaint Investigation & Response

# Discipline Process

File #160774

- **Allegation**
- **Employee may be noticed of the allegation**
- **Investigation**
- **Sufficient evidence found/not found**
- **Employee given opportunity to respond, if disciplined**
- **Case closed, or Discipline meted**
- **Employee may appeal**



# Employee Rights to Appeal and Complain

File #160774

## Represented Employees -

Amalgamated Transit Union  
Communications Workers of America  
Fraternal Order of Police  
Police Benevolent Association  
International Association of Firefighters

## Managers and Professionals -

Policy E-3: Code of Conduct  
Policy and Procedure E-4: Grievance

## Equal Opportunity (all Employees) -

City's Office of Equal Opportunity  
Florida Commission on Human Relations  
Equal Employment Opportunity Commission



## If you receive a complaint from an employee, call

File #160774

| Type of Complaint  | Who to Call                                     | Telephone #  |
|--|---|--------------|
| Criminal   | Non-Emergencies                                 | 955-1818     |
|  | Emergencies                                     | 911          |
| Non-criminal Employee Misconduct                                     | Human Resources                                 | 334-5077     |
| Discrimination,<br>Sexual Harassment,<br>Hostile Work<br>Environment | Human Resources                                 | 334-5077     |
|  | City of Gainesville Office of Equal Opportunity | 334-5051     |
| Workers Compensation   | Risk Management's Safety Officer                | 334-5045     |
| Workplace Fraud  | Fraud, Waste and Abuse Hotline                  | 844-818-2492 |

# Resources and Governing Documents

➤ **Policy E-3: Code of Conduct**

➤ **Union contract provisions**

<https://cityofgainesville.org/HumanResources/LaborAgreements.aspx>

➤ **Police Officers/Firefighters Bill of Rights**

➤ **Departmental Rules and Regulations**

