

I. Policy:

The City will maintain a grievance procedure to provide full opportunity to employees, not designated as Directors of Departments (Article III of the City Charter) and not covered by a collective bargaining agreement, to bring to the attention of management grievances to restore alleged loss of rights as a result of a violation of the Human Resources Policies or written Departmental Rules and Regulations. The City's grievance procedure is not established to duplicate, replace, or provide an alternative to the handling of charges of discrimination or harassment covered by City Equal Opportunity Policy EO-4.

It is the intent and desire of the City to resolve grievances informally, and both supervisors and employees are expected to make every effort to resolve problems as they arise. However, it is recognized there will be grievances that will be resolved only after a complete review. Good faith submission of a grievance by an employee shall in no way adversely affect the employee.

II. Causes of Grievances:

An employee may file a grievance to modify or void any disciplinary measures taken against him/her, such as a Written Instruction and Cautioning, or a Suspension from work, but not a Written Warning. Grievances may also be filed to restore alleged loss of rights due to the application or interpretation of specific Human Resources Policies or written Departmental Rules and Regulations.

III. Unacceptable Grievances:

The City grievance procedure is to be used only by an individual employee to solve his/her personal problems concerning a violation of the Human Resources Policies or written Departmental Rules and Regulations described above, except as provided for under City Equal Opportunity Policy EO-4.

Grievances are unacceptable if filed by one employee for another or for groups of employees. In addition, employees may not submit grievances which include any of the City's Administrative Procedures, pay plans, performance management systems (including Performance Evaluations), ordinances or resolutions and Compensation Policies C-1 through C-6. Further, grievances are unacceptable when they are based on the result of implementation of new Human Resources Policies, pay plans, performance management systems (including Performance Evaluations) or changes to current Human Resources Policies, pay plans, or performance management systems (including Performance Evaluations).

IV. Processing:

Grievances shall be processed in accordance with Administrative Procedure E-4, Grievances.

Effective Date: 09/29/67
Date Issued: 10/01/67
Date Revised: 05/14/79
Date Revised: 12/08/03
Date Revised: 12/12/05
Date Revised: 11/24/09
Date Revised: 10/04/12