



Filing a Formal Grievance Procedure

1. If an employee decides to file a formal grievance, the written grievance shall be brought to the immediate Supervisor within five (5) working days from the date of action or condition which precipitated the grievance. The immediate Supervisor must acknowledge to the employee, in writing, receipt of the written grievance. A copy of the grievance shall be sent to the City Manager. The grievance should contain a statement of the complaint and a statement of what the employee considers is sufficient remedy.

Within five (5) full working days thereafter, the immediate Supervisor shall give a written decision concerning the grievance to the employee.

Should the Supervisor fail to provide a response, then the employee should continue to the next step after the five (5) days have expired.

A copy of this decision and any subsequent decisions in the appeals process shall be sent to the City Manager. All information regarding an employee's grievance shall be considered confidential and maintained separate from the employee's personnel folder.

2. If the immediate Supervisor's response is not acceptable to the employee, the employee may submit a written grievance to the City Manager within five (5) working days after receipt of the immediate Supervisor's written decision. A copy of this decision shall be attached to the grievance. Issues raised and remedies sought through this and subsequent appeals are limited to those items stated in the original grievance. Prior to forwarding the written grievance, the employee shall inform the first level Supervisor of his desire to continue the grievance procedure. Where the Department Head is also the employee's immediate Supervisor, this does not apply.

Generally, a written decision will be submitted by the City Manager within five (5) full working days, following receipt of the grievance. At times, full review of the grievance may require a longer period of time. The City Manager will review prior decisions, supporting information and any necessary investigation will be done. A copy of the decision shall be furnished by the City Manager to the immediate Supervisor.

I have read and been informed about the content, requirements, and expectations of the Grievance Procedure for employees at the City of Windcrest. I may request a copy of the procedure from Human Resources and agree to abide by the procedure guidelines as a condition of my employment and my continuing employment at the City of Windcrest.



I understand that if I have questions, at any time, regarding the Grievance Procedure, I will consult with my immediate supervisor or Human Resource.

Employee Signature: _____

Employee Name: _____

Date: _____