

NOTICE OF CITY EMPLOYEE RIGHTS

This Notice Affects the Rights of All Classified City Employees

Please read this Notice carefully

The City's Labor-Management Board has ruled that the City committed a Prohibited Labor Practice by failing, since January 1, 2005, to provide the Grievance Resolution Procedure required by the Merit System Ordinance, Section 3-1-24. The Labor Board has ordered relief for those affected by the City's failure to comply with the Ordinance, including the right to submit grievances now and have them heard by a Grievance Resolution Committee.

The Grievance Resolution Procedure applies to all classified employees and "provides a means for reconciling complaints concerning minor disciplinary actions and working conditions or departmental rules." "Minor disciplinary actions" are suspensions of five-days or less or letters of reprimand. Matters that are not grievable are stated at Section 3-1-24(D)(2) of the Merit System Ordinance. For grievable disciplinary actions and other matters that occurred between January 1, 2005, and the present, employees may file grievances with their Department Directors and, if not satisfied with the Director's response, request a hearing before the Grievance Resolution Committee.

To utilize the Grievance Resolution Procedure, you or your representative must submit a written grievance to your Department Director. The grievance should contain your name, department, and immediate supervisor, the date of the alleged incident, a statement of the problem and the suggested resolution. You may also request a meeting with the Department Director.

Within seven (7) calendar days from the date of receipt of the grievance or the optional meeting with the Department Director, whichever is later, the Department Director must respond to your complaint in writing. If you are not satisfied with the Director's response, you may submit the written grievance to the Chief Administrative Officer (CAO) who will select a neutral four-person Grievance Resolution Committee to investigate the dispute, hold a hearing, and recommend a resolution.

After the hearing, at which you or your representative can present evidence and call witnesses, the Committee will recommend a resolution of the grievance to the CAO. The CAO will review the Committee's recommended resolution, make a final written resolution of the grievance, and forward it to you and to your Department Director. The CAO's written decision is the final step in the process.

Forms for submitting grievances may be obtained from the employee unions. The last day for submitting grievances to your Department Director is Thursday, January 31, 2008.