

E. GRIEVANCE PROCEDURE

1. TEMPORARY EMPLOYEES, FULL-TIME NON-CIVIL SERVICE EMPLOYEES AND PROBATIONARY FULL-TIME EMPLOYEES:

Temporary, full-time non-Civil service employees and full-time employees who are on their initial six month probationary period may file for a review of disciplinary actions, which impose a penalty of five or more days of suspension or the termination of an employee, by filing a written request with the City Administrator within ten (10) business days from the date of the incident giving rise to the request for a review, or when the employee knew or reasonably should have known of the acts giving rise to the request for a review. The City Administrator, City Clerk, City Treasurer and City Attorney are exempt from this procedure. This right to a review does not alter the non-civil service status as an at-will employee or grant a property interest in employment to any temporary and/or full-time non-civil service employees. The decision of the City Administrator will be final.

2. PART-TIME NON-CIVIL SERVICE EMPLOYEES:

Part-Time non-civil service employees may file for a review of disciplinary actions, which impose a penalty of

five or more days of suspension or which impose the termination of their employment. Please see respective Memorandum of Understanding for procedures.

- e. Nothing herein shall create a property interest in employment to any part-time non-civil service employee. This right to a review does not alter the part-time non-civil service status of the at-will employees.

3. CIVIL SERVICE EMPLOYEES:

The following grievance procedure applies only to Civil Service employees who have successfully completed their probationary period as defined in these policies.

- a. Definition of Grievance: A grievance shall be defined as a timely complaint by an employee or group of employees concerning the personnel practices and working conditions of the City.
- b. Time Limits for Filing Written Formal Grievances: The time limits for filing written formal grievances shall be strictly construed, but may be extended by mutual agreement evidenced in writing and signed by an authorized representative of the City and the grieving party. Failure of the grieving party to comply with any of the time limits set forth hereunder shall constitute waiver and bar further processing of the grievance.

