

SECTION VIII: GRIEVANCE PROCEDURES/PROCESS

1. GENERAL POLICY.

- A. Employees who perceive that they have a grievance against Tremonton City should exhaust the administrative procedure set forth in the body of this policy before addressing their grievance through any other forum. An employee may file a grievance about the following:
- (1) Employee-supervisor relationships.
 - (2) Duty assignments not affecting job classification.
 - (3) Shift and job location assignments.
 - (4) Working conditions.
 - (5) Class I types of disciplinary actions.
- B. Issues that shall not be addressable through the grievance process include, but are not limited to:
- (1) Class II types of disciplinary actions, which are to be processed according to the Appeals Procedures contained in Section VII of this manual.
- C. Grievances should be resolved at the lowest administrative level possible. Employees and supervisors shall attempt to resolve grievances informally by discussing the grievance issues before any formal written grievance is filed. Each employee pursuing a formal grievance must prepare and submit a separate written grievance, which shall contain, at a minimum, the following information:
- (1) Name of the employee.
 - (2) Date the occurrence or action underlying the grievance occurred.
 - (3) Nature of the grievance.
 - (4) The reasoning as to why the employee perceives the action underlying the grievance to be a work related injustice or oppression.
 - (5) Historical information related to the grievance and facts supporting the employee's perception of the action underlying the grievance to be a work related injustice or oppression.
 - (6) Previous attempts to informally resolve the grievance.

- (7) Requested Resolution.
 - (8) Signature of the employee filing the grievance and date filed.
- D. Employees will be allowed a reasonable amount of time during work to prepare written grievances. Employee grievances must be filed within ten (10) days of the occurrence or event giving rise to the grievance, or within ten (10) days of the employee's acquiring knowledge of the occurrence or event giving rise to the grievance.
- E. At each level of the grievance process, after an administrator has received an employee grievance, the administrator shall have ten (10) working days to respond in writing to the grievance.
- F. If an administrator is unable to answer the grievance within the specified time period due to exigent circumstances, the administrator may take an additional ten (10) working days to answer the grievance if they notify the employee in writing of the exigent circumstances and that the extension is being exercised. If the grievance remains unresolved or the decision is considered unacceptable, the employee may proceed to the next level of administration.
- G. Absent exigent circumstances, if the supervisor fails to respond within the allotted time, the employee may proceed to the next level of administration.
- H. Only the issues presented in the original grievance may be considered throughout the grievance process. A grievance shall be processed through the following chain of command, if applicable:
- (1) Immediate supervisor.
 - (2) Department Head.
 - (3) City Manager.
 - (4) Mayor.
- I. The decision of the Mayor constitutes the final level of administration and is final and non-appealable.
2. **CONFIDENTIALITY.** Written Grievance Forms (see Appendix Number 21 for details) shall be private data under the Government Records Access Management Act of the State of Utah. The Mayor or City Council may declare the grievance documents to be confidential and/or order the entire record, or any part of it, sealed.

3. FILING.

- A. No document relating to a grievance shall be placed in the employee's personnel file.
- B. If any Class I types of disciplinary action against an employee is rescinded as a result of the grievance process, the Mayor or City Manager shall remove the record of the disciplinary action from the employee's personnel file.
- C. If any Class I types of disciplinary action against an employee is modified as a result of the grievance process, the unmodified record of the disciplinary action shall be removed from the employee's personnel file and the modified record of the disciplinary action shall be placed in the employee's personnel file.

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