

CITY OF CLARKSTON

CLARKSTON CITY COUNCIL MEETING

ITEM NO: F5

HEARING TYPE:
Council Meeting

BUSINESS AGENDA / MINUTES

ACTION TYPE:
Resolution

MEETING DATE: March 1, 2016

SUBJECT: To Adopt the Resolution to Amend the Employee Handbook Grievance Appeal Procedure

DEPARTMENT: Administration

PUBLIC HEARING: YES NO

ATTACHMENT: YES NO
Pages:

INFORMATION CONTACT: Keith Barker
PHONE NUMBER: 404-296-6489 ext. 425

PURPOSE:

To amend the City of Clarkston Employee Handbook Grievance Policy to refine the appeal process.

NEED/ IMPACT:

The current Personnel Handbook Grievance Appeal policy affords employees an opportunity to have an appeal of any and all disciplinary actions to be heard by a Hearing Officer which involves a formal proceeding. Appeals before a Hearing Officer require a substantial investment of the city's resources including time and money.

Amending the grievance Policy to allow a due process review of minor to moderate employee discipline actions by the City Manager, will provide for a proper review of the employee grievance while reducing external costs associated with a formal hearing.

Minor to moderate disciplinary actions; personnel actions that involve suspensions of 5 days or less, would be classified as a "general grievance." In those instances, employees would continue to have the right to have a grievance hearing. The hearing would be more informal and conducted by the City Manager.

Employees that are subject to "substantial" disciplinary action; suspensions of 6 days or more, demotions or terminations would have a formal hearing conducted by the Hearing Officer.

RECOMMENDATIONS:

Staff recommends approval of the revised Grievance procedure by adopting the resolution.