

Subject:	Resolution of Concerns of Management & Confidential Employees	Number: 2-15
		Date Issued: December 1, 1998 Date Revised:
Responsible Department:	Personnel	Approved:

Purpose

To establish a uniform procedure for handling concerns of Management and Confidential employees.

Policy

Management and Confidential employees hold a unique position in the organization and structure of the City, which makes the grievance procedure followed by subordinate employees inappropriate. Recognizing the desirability of establishing an orderly procedure through which employees may present a concern or complaint involving his or her employment relationship with the City, the following procedure is established for Management and Confidential employees, and shall be used in lieu of any other established procedure.

Procedures

An employee who has a concern about his or her employment with the City should discuss the concern with his or her immediate supervisor and attempt to resolve the matter.

Should the matter remain unresolved, the employee may present the matter orally or in writing to his or her department director. The department director shall meet with the employee and attempt to resolve the matter. Should the concern remain, the employee may present the matter, in writing, to the City Manager. The City Manager will meet promptly with the employee to discuss and seek resolution of the matter.

An employee who wishes to discuss a matter of extreme sensitivity or urgency directly with the City Manager may do so without first presenting the matter to his or her supervisor or department director, by meeting with the City Manager. In this meeting, a careful evaluation will be made of the nature of the concern or complaint. If it does not involve a matter of extreme sensitivity or urgency, the employee will be directed to raise the matter with the immediate supervisor or department director for further consideration in the normal manner.

This procedure formalizes what has been informally practiced as part of normal, healthy relations among members of the management team. While it underscores the commitment to open lines of communication within management, it carries with it a recognition of the importance of the chain of command and the related commitment of all management people to a common purpose and direction in the management of City programs.