

Germantown Police Department

Policies and Procedures

Number: 1-12
Effective Date: January 1, 2003
Subject: Personnel Grievance Procedures
Previous Revisions:

I. PURPOSE

The purpose of this policy is to provide a procedure whereby employees may resolve disputes or complaints concerning the terms and conditions of their employment.

II. POLICY

The City of Germantown is committed to providing a workplace in which its employees feel valued and can be productive. One of the ways the City carries out this commitment is by providing an orderly process to address problems at work, whether they are conflicts between co-workers or between employees and supervisors or complaints of unfair treatment or policies. The City will treat any complaints brought under this procedure as confidentially as possible while still permitting it to investigate and attempt to resolve the problem.

III. PROCEDURE

Step 1: Speak to your direct supervisor about the problem. If your supervisor's conduct is at issue, or if a resolution cannot be reached within five (5) working days, then proceed with Step 2. It is often helpful to put your complaint in writing, but you may also discuss it verbally.

Step 2: Contact your Department Head. You can either explain the situation in writing or set up an appointment time to discuss the issue. In order to ensure that he/she has a clear picture of the problem, the Department Head may request that you put your complaint in writing if you have not already done so. The Department Head will meet with you individually to discuss your problem. If the problem involves the Department Head, or if the problem is not resolved within five (5) working days, continue with Step 3.

Step 3: Contact Human Resources to set up an appointment to discuss the situation. Human Resources will review the process that has occurred to date and attempt to formulate a solution. If Human Resources is unsuccessful in doing this after five (5) working days, you may proceed to Step 4.

Step 4: If the problem has not been resolved to your satisfaction through Steps 1-3, you may request a meeting with the City Administrator. The decision of the City Administrator is final.

V. REVIEW PROCESS

An annual review of this policy will be conducted to determine if it should be revised, canceled or continued in its present form.

This order will remain in effect until revoked or superseded by competent authority.