

3474

(GENERAL)

COMPTROLLER  
FILE NUMBER 278851

Res 25261

COMMUNICATION  
OF

COUNCIL MEMBER JEANETTE WILLIAMS RE NEED  
TO RE-EXAMINE THE FORMAL GRIEVANCE PRO-  
CEDURES FOR NON-REPRESENTED CITY EMPLOY-  
EES.

*5/14/74  
6/29/76 file*

FILED APRIL 16, 1974

**C. G. ERLANDSON**  
COMPTROLLER AND CITY CLERK

*[Signature]* DEPUTY

**ACTION OF THE COUNCIL**

REFERRED	TO
APRIL 22, 1974	HUMAN RESOURCES & JUD.
REFERRED	TO
REFERRED	TO
REPORTED	DISPOSITION
JUL 6 1976	<b>ON FILE</b>
REFERRED	TO
REPORTED	DISPOSITION

**REPORT OF COMMITTEE**

Mr. President:

**H. R. & J.**

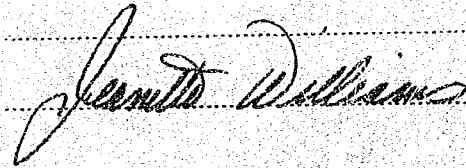
Your .....Committee

to which was referred the within.....**COMMUNICATION**

would respectfully report that we have considered the same and respectfully recommend that.....

**THE SAME BE PLACED ON FILE**

CHAIRMAN



CHAIRMAN

**TIME AND DATE STAMP**

**SPONSORSHIP**

THE ATTACHED DOCUMENT IS SPONSORED FOR FILING WITH THE CITY COUNCIL BY THE MEMBER(S) OF THE CITY COUNCIL WHOSE SIGNATURE(S) ARE SHOWN BELOW:

\_\_\_\_\_ *James D. Williams*  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FOR CITY COUNCIL PRESIDENT USE ONLY**

COMMITTEE(S) REFERRED TO: HRCT

\_\_\_\_\_  
\_\_\_\_\_  
*[Signature]*  
\_\_\_\_\_  
PRESIDENT'S SIGNATURE





# THE CITY COUNCIL OF THE CITY OF SEATTLE

1106 SEATTLE MUNICIPAL BUILDING

600 FOURTH AVENUE, SEATTLE, WASHINGTON 98104

TELEPHONE 583-2640

April 12, 1974

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PRESIDENT OF THE COUNCIL  
583-2367

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CHAIRMAN  
TRANSPORTATION  
COMMITTEE  
583-2357

**BRUCE K. CHAPMAN**  
CHAIRMAN  
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GROUNDS COMMITTEE  
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HEALTH COMMITTEE  
583-2359

**JEANETTE WILLIAMS**  
CHAIRMAN  
HUMAN RESOURCES &  
JUDICIARY COMMITTEE  
583-2366

Members of the City Council  
City of Seattle

Dear Council Members:

I believe the time has come for the City to re-examine the formal grievance procedures for non-represented City employees. I feel the lack of knowledge of such a process is a serious problem that must be corrected.

During the 1973 Charter process, the voters of Seattle saw fit to amend Article XVI, Section 12 in the following manner:

" . . . Nothing in this article shall limit the power of any officer to suspend without pay a subordinate for a period not exceeding 30 days, for good cause shown."

We must now address ourselves to the question: What constitutes good cause and how is it proven? Who, in other words, determines good cause and by what procedure?

I am concerned about the civil rights of all City employees. There are established procedures for handling discrimination complaints through the Human Rights Department or the Office of Women's Rights and appeal procedures for employees who are fired through the Civil Service Department. The average City employee who has a grievance, however, simply doesn't know where to turn.

Continued: Members of the City Council  
Page 2.

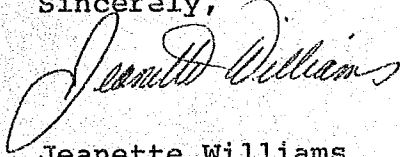
I feel the Charter change was a good start. Also, the City grievance procedures (attached) establishes some intradepartmental grievance procedures. These are merely starts, however. Beyond this, several more steps must be taken. I suggest:

1. The current grievance procedure be broadened to include such issues as disciplinary actions, and an assurance that employees may tender a grievance with no concern of reprisal.

2. Establishment of a City-wide hearings or appeals board that can review grievances that are not resolved to everyone's satisfaction at the departmental level.

Since this issue clearly raises questions of a policy-determining nature, I would like to respectfully request that this letter be filed with the City Council and referred to the Human Resources and Judiciary Committee for further action.

Sincerely,



Jeanette Williams  
City Council Member  
Seattle City Council

JW:SF:lm  
Att.



## EMPLOYEE RELATIONS OPERATING MANUAL

Reference ordinances	SUBJECT	Effective	August 1, 1973
N/A	EMPLOYEE	Supersedes	N/A
Approved <i>W. J. [Signature]</i>	GRIEVANCE PROCEDURE	Page	1 of 2

## POLICY

Grievances between employees and management may develop relative to the daily operations of employee relations through misunderstandings, lack of adequate communication or differences in interpretation of a departmental practice or procedure. It is the responsibility of departmental management to provide a formal procedure enabling an employee to seek redress in a fair and equitable manner. In order to facilitate this purpose, a formal grievance procedure is set forth in accord with the following objectives:

1. To provide a formal grievance procedure enabling an employee to surface a dissatisfaction or problem with the proper level of management who will, in turn, expedite the hearing process in a timely manner toward a resolution.
2. To permit the tendering of dissatisfactions or grievances by an employee without concern of reprisal.
3. To establish a problem-solving atmosphere throughout the formal procedure.
4. To communicate clearly to employees the nature and intent of the grievance procedure to assure that employees are fully aware of and understand the grievance procedure.

This procedure is available to those employees who are not employed in job classifications included in a unit represented by a bargaining agent. City employees that are in job classifications included in bargaining units will avail themselves of the grievance procedure specified within the appropriate labor agreement.

## PROCEDURE

Step I. Any problem or dispute that an employee determines should be brought to the attention of management for resolution should be taken up by the employee with his or her immediate supervisor. Every attempt is to be made by both parties to resolve the problem or dispute at this level. The Supervisor should encourage a problem-solving atmosphere with the employee during the discussion in an attempt to resolve the problem or dispute.

Step II. Should the problem or dispute be of such nature as to preclude its resolution at the immediate supervisory level, the employee should reduce the issues in question to writing, setting forth all pertinent facts. The employee's immediate supervisor and the department Personnel Officer or representative will arrange a meeting with the appropriate section and/or division head for a hearing of the grievance with the employee within ten (10) working days of the written grievance from the employee. A thorough investigation of the issues and facts relative to the employee's grievance should be conducted during the ten (10) working day period by management. The division head will set forth the disposition or resolution of the grievance in writing within ten (10) working days from the date of the meeting with a copy to the employee and department head.

Step III. If resolution of the grievance is not attained during the Step II meeting, the employee can request that a meeting be scheduled with the department head within ten (10) working days from receipt of the written answer to the Step II meeting. Participants will be the employee, division head, department Personnel Officer or representative, the City Personnel Director or his designee and any other individuals whose presence is deemed necessary for reviewing the grievance. Every attempt shall be made by all involved parties to resolve the issue in question in a fair and impartial manner. The findings or resolution are to be set forth in writing within ten (10) working days from the date of this meeting by the department head with a copy to the employee and the City Personnel Office.

The City Personnel Office is available to both the employee or department management for counseling or advice at any time subsequent to the employee contacting the immediate supervisor in an attempt to resolve the dispute or issue.