



Civil Service Ordinance 2.68

Employee Appeal Process



Agenda

1. Confidential versus Represented Employees
2. Discipline Track
3. Appeal Eligibility & Process

Confidential Vs. Represented Employee

- ❖ Confidential employees are hourly, non-exempt, employees by virtue of their assignment, responsibilities, and access to confidential information prevent them from being in the Union.
- ❖ 34 confidential employees
 - ❖ City Attorney's Office
 - ❖ City Clerk
 - ❖ Human Resources
 - ❖ Finance
 - ❖ IT
 - ❖ Municipal Court
 - ❖ Police Department



Discipline Track

- ❖ Similar to discipline tracks of represented employees, confidential employees after they have completed their initial probationary period, they can only be disciplined for cause. The discipline track for confidential employees is:
 - ❖ Oral warning
 - ❖ Written reprimand
 - ❖ Suspension with or without pay
 - ❖ Demotion
 - ❖ Permanent Separation

Appeal Eligibility & Process

- ❖ Confidential Employees who are suspended, demoted, or permanently separated can file an appeal to be heard before this board
 - ❖ They have 15 calendar days from date of notice to request an appeal through the HR Director
 - ❖ Within 30 days of the appeal request, the HR director will notify this board, the grievant, their representative, City Attorney and the department director of the date, time, and location of the hearing.
 - ❖ This board will be the hearing panel
 - ❖ Both parties present their case to this panel
 - ❖ The shall convene in a closed personnel session to consider character, alleged misconduct, professional competence, or the physical or mental health of a person. The panel shall form its recommendations or decisions in an open meeting and give its decision to the city manager or designee within ten (10) calendar days.

Appeal Eligibility & Process, Cont...

- ❖ The panel has the authority to choose one of the following three decisions based on the hearing evidence:
 - ❖ Decide in favor of the grievant and reverse the city's discipline;
 - ❖ Modify the discipline and recommend a lesser discipline; or
 - ❖ Decide in favor of the city and support the discipline.
- ❖ The panel's decision is final and binding.



QUESTIONS